

 Confederation COLLEGE OPERATING PRACTICE	Number: 4-4-26	# of Pages: 2
	Originator:	Facilities Services
	Approved By:	President's Committee
	Effective Date:	94-02-07
	Replaces:	NEW
LOST AND FOUND		

1 OBJECTIVE

Return lost and found articles to the owner, where possible, as well as disposing of unclaimed items.

2 SCOPE

This practice applies to the Thunder Bay Campus. Area campuses are responsible for developing their own operating practices for lost and found.

3 CENTRAL LOST AND FOUND DEPOTS

- Shuniah - Rm. B106, Facilities Services
- McIntyre - Rm. 272
- Dorion - Rm. 171
- Fitness Centre - Rm. 136
- Residence - Rm. 147
- Hangar - Rm. 206A Moffat Hangar

The Physical Resources office is responsible for ensuring all lost and found practices are followed.

4 RETENTION TIME

- 4.1 The Facilities Services office will make every attempt to contact owner, if possible.
- 4.2 Articles that are not classified as valuable will be kept for a period of one month.
- 4.3 Valuables such as cash, expensive jewellery will be kept for a three-month period.
- 4.4 All articles turned into depots other than the Shuniah Building are to be returned to Facilities Services, B106, Shuniah Building, after a one month period.
- 4.5 Each found article (turned in) is entered on an inventory control sheet, giving the date turned in and description.

5 RETRIEVAL

- 5.1 When an owner retrieves an article, the owner will provide proof of ownership. The owner will be required to sign for article.
- 5.2 In the event the owner does not claim the property, finder may claim the article if the finder leaves a name and address at the time the article was handed in.

6 DISPOSAL

- 6.1 Articles of no value will be discarded.
- 6.2 Reusable items will be donated to appropriate charities.
- 6.3 Books will be sold to a used book merchant and the funds given to the Challis Resource Centre Buy-A-Book campaign.
- 6.4 Valuable items will be auctioned periodically, at least once a year through the Student Union. Funds will be donated to the Student Emergency Fund.