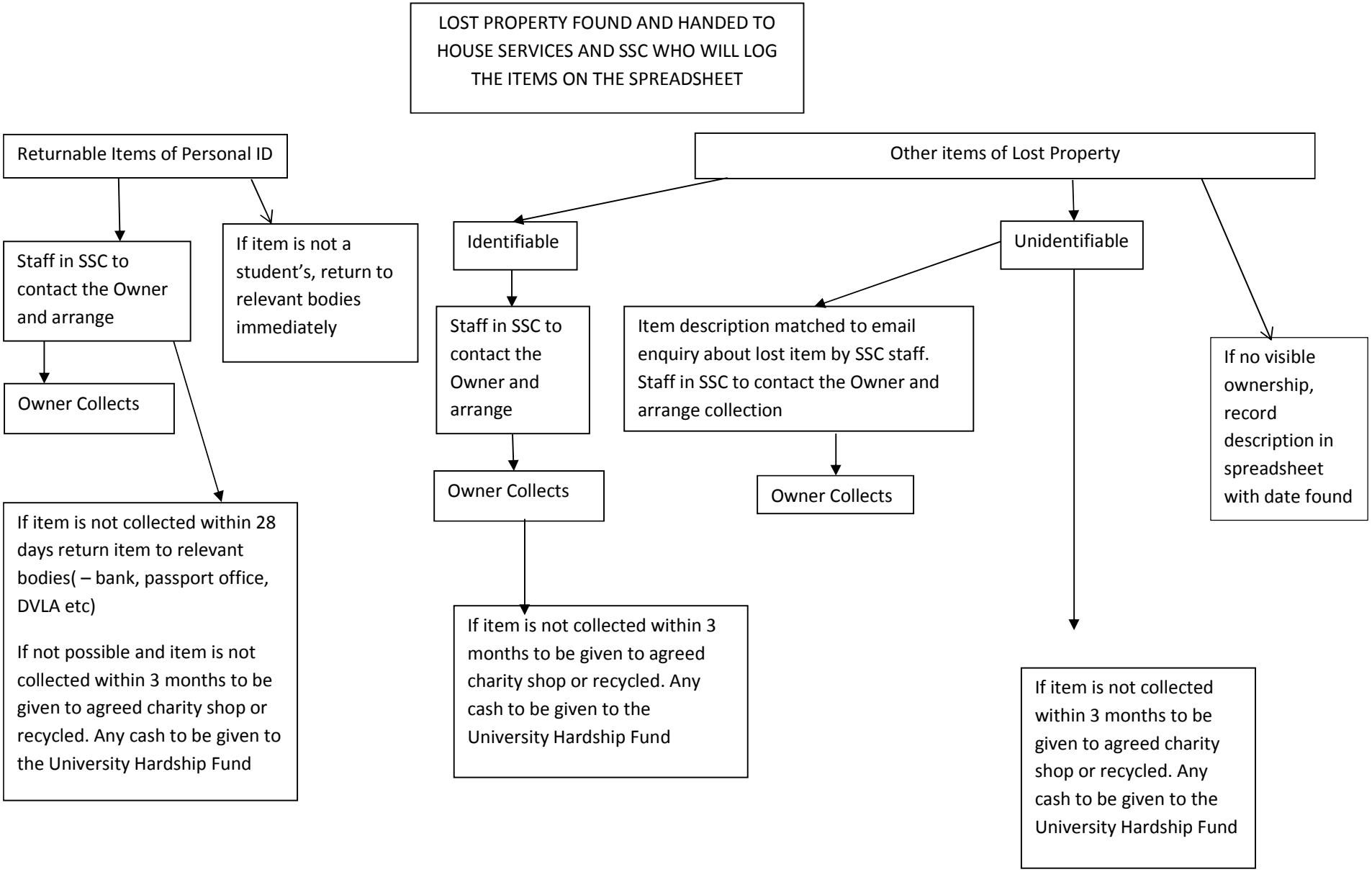
Appendix B


LOST PROPERTY FOUND AND HANDED TO HOUSE SERVICES AND SSC WHO WILL LOG THE ITEMS ON THE SPREADSHEET
Returnable Items of Personal ID
Other items of Lost Property
Staff in SSC to contact the Owner and arrange
If item is not a student's, return to relevant bodies immediately
Identifiable
Unidentifiable
Owner Collects
If item is not collected within 28 days return item to relevant bodies( – bank, passport office, DVLA etc)
If not possible and item is not collected within 3 months to be given to agreed charity shop or recycled. Any cash to be given to the University Hardship Fund
Staff in SSC to contact the Owner and arrange
Item description matched to email enquiry about lost item by SSC staff. Staff in SSC to contact the Owner and arrange collection
If no visible ownership, record description in spreadsheet with date found
Owner Collects
Owner Collects
If item is not collected within 3 months to be given to agreed charity shop or recycled. Any cash to be given to the University Hardship Fund
If item is not collected within 3 months to be given to agreed charity shop or recycled. Any cash to be given to the University Hardship Fund