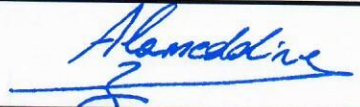
 <p><b>FACILITIES MANAGEMENT DEPARTMENT</b></p> <p><b>Lost and Found</b></p>	<p>Approved By: Prof. Dr. Bassam Alameddine</p>
	
	<p>Approval Date: June 26, 2022</p>
	<p><b>No. of Pages: 2</b></p>

## I. Policy

The Gulf University for Science & Technology (GUST) is not responsible for items left or lost inside the campus; however, GUST will provide a convenient mechanism for assisting in a locating these items in such cases.

### Procedure for Found Items

1. If any of GUST student, employee, contractor, vendor, or visitor finds lost or unattended item in the campus, he/she must return and/or report it to campus security.
2. All found items should be turned in to North Security Lost & Found Desk. Misappropriation of such items may be treated as theft or fraud.
3. Security Staff will record items of value such as wallets, purses, keys, backpacks, and electronic devices on the logbook titled "Lost and Found Record" at the time they are turned in. Information requested in the logbook will help to ensure items are accounted for and returned to the rightful owners. Security staff is responsible for filling out the logbook completely and accurately. Completed logbook will be kept on file at the location where filled out. Also, a tracking number will be assigned of each item.
4. A Security staff shall make every attempt to contact the owner if sufficient identification and contact information is known. The Security staff will check the lost items list to see if the item has been reported lost.
5. All lost and found items will be kept at the North Security Desk in a designated place.

### Procedure for Lost Items

A logbook will be made available at the North Security Desk for users who report missing items. The security staff shall list a lost item with contact information.

### **Procedure for Claiming Lost Items**

1. The found items can be claimed between 8:00 AM to 8:00 PM (Sunday – Thursday).
2. In order to claim a found item, the owner must present a valid official ID and provide a detailed description of the missing item. Once all information is verified, the owner shall sign for receiving the value item.
3. If there are items in Lost and Found which are not claimed by the end of each semester, the security will send a reminder email to the students, staff and faculty to check the lost & found desk for their missing items.
4. For missing USBs, the security destroyed after two days maximum for protecting the user's privacy.

### **II. Application**

This policy shall apply to all students, employees, contractors, vendors, and visitors GUST.

### **III. Related Policies**

- All GUST Policies and Procedures

### **IV. Revision History**

<b>Date</b>	<b>Revision</b>	<b>Remarks</b>