

LOST & FOUND POLICY

DEPARTMENT OF EXERCISE & SPORT SCIENCE

Any article found throughout the Student Recreation Center by either an employee or patron should be brought to the front desk. Items of extreme value, i.e. wallets, watches, jewelry, etc., will be **recorded in the LOST & FOUND LOG** and kept in the SRC Director/Facility Manager's office (**after 5PM place valuable items in the Director/Facility Manager's mailbox upstairs**). All items brought upstairs should be tagged/logged. Non-valuable items will be taken to the Fetzer basketroom the by the opening shift the following morning.

Items found in Fetzer/Woollen classrooms, hallways, locker rooms, gyms or courts should be turned into FETZER BASKETROOM. Items of extreme value, i.e. wallets, watches, jewelry, etc., will be tagged and **recorded in the LOST & FOUND LOG** and taken to the SRC Director/Facility Manager's office.

After hours, items found in Fetzer/Woollen classrooms, hallways, locker rooms, gyms or courts by housekeeping/security should be taken to Fetzer basketroom.

What to do:

- wallet- look up the person's phone number, call them and ask them to pick up their wallet in SRC Room 201 or 202 between 8am- 5pm M- F, then take wallet to Director/Facility Manager's office.
- Watches, nice jewelry- record in log and take to SRC Director/Facility Manager's office
- Walkman radios/tape players- record in log and take to SRC Director/Facility Manager's office
- UNC One Cards, Driver's Licenses, Bank Cards, etc. – look up the person's phone number, call them and ask them to pick up their cards from the Director/Facility Manager's office
- Clothing, gloves, hats, etc.- put in the drawer under the counter and taken to the Fetzer basketroom by the opening shift the following morning (items will be taken to APO in the Student Union the 1st of the month)
- Costume jewelry, keys and other non valuable miscellaneous items- taken to the Fetzer basketroom the next day

What to log and tag:

- jewelry
- watches
- walkman radios/tape players
- anything taken to the SRC Director's office

General Info:

- valuable items turned into Fetzer will be kept in Fetzer for 1 week and then brought to the SRC Director/Facility Manager's office
- ONE Cards will be held for one week and then sent to the ONE CARD office