

**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Grounds	Procedure Number:	G-09
Subject:	Lost and Found	Effective Date:	May 1993
		Revised Date:	December 2016
Facilities Officer:	<i>Brian P. Foley</i>	Reviewed Date:	December 2019

Standard Operating Procedure

All items found on campus will be turned in to the appropriate "Lost and Found".

Purpose

To provide a uniform method for handling of found items.

Procedure

1. Items found around the Radison (parking lots and front lawn areas) will be turned in to the Radison Registration Desk (381-6800).
2. Items found on the rest of the campus will be tagged with location found and finder's name and turned in to Campus Police (383-2600).