
Policy & Procedures Relating to Left Luggage and Lost Property

Managed by: Graham Barton.

Approved by SMG: Yes

Department/school/committee:
Estates and Facilities Department

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Policy Statement

The University is happy to help and assist in matters relating to lost property, however it cannot accept any personal liability for individuals private property lost while on Campus.

As a private limited company, Royal Agricultural University and its associated trading companies reserves the right to enforce its own policy on matters of lost and found property. Whilst a student, staff member or customer may wish to report the loss or finding of property to the local police, it is essential that the University follows its own procedures and that a record is maintained of all items of lost and found property at the University.

Anyone requiring any further assistance or information should contact any member of Estates & Facilities team on **01285 652531 ext 2203**

Version Control

Version number	Purpose/change	Name and job title	Date (DD/MM/YYYY)
1	New Policy	Graham Barton, Director of Estates	01/08/2008
2	Revised	Graham Barton, Director of Estates	01/08/2011
3	Update	Graham Barton, Director of Estates	01/02/2013
4	Update into new format	Graham Barton, Director of Estates	02/2015

Policy & Procedures Relating to Left Luggage and Lost Property

1. Lost property:

The following action will be taken when an item of property (of material value) is found by any member of staff or if an item of property is reported lost:

- All items reported to The Porters Lodge as lost will be recorded by the Lodge staff and a search of the handed in property register undertaken.
- All found items must be handed into the Porters Lodge where details will be recorded to include a description of the item, the date and time it was found and details of the finder.
- All found items will be kept in the Lodge and remain the property of the University until claimed, or for a 3 months period, whichever is longer
- Efforts will be made to identify the owner of the property and make contact with that person in the interim
- After the three month period any unclaimed goods will be disposed of in the most effective method chosen by the Director of Estates. Any proceeds / profit will be donated to a local charity.
- Unclaimed perishable goods will be disposed of at the close of each trading day. (This includes any food receptacle i.e. bottles, food boxes etc)

All department managers and school staff are encouraged to hand in all found property to the Porters Lodge to centralise the function, allowing a consistent approach for all.

2. Left Luggage:

- The University has very limited space to offer this facility and therefore can only offer this service to overseas students on a first come first serve basis in relation to the available storage space and strictly on the understanding that left property is entirely at the owner's risk. The University accepts no liability for loss or damage to left luggage.
- Access to the left property facility is by mutual arrangement and not on demand. Applicants must arrange a mutually acceptable date and time via the Porters Lodge and present themselves and their property at the agreed location.
- Property may be deposited in the left property store for the duration of the vacation period only and must be collected within one week of the start of the next term / academic year (whatever is most relevant)
- Left property that is left for the duration of the vacation period cannot be accessed other than for total collection.
- All left property must be contained within sealed secure containers and be clearly labelled with the owner's name.
- All left property will be entered onto a register detailing approximate size, description and units.
- Collection of left property is by application through the Porters Lodge to be at a mutually convenient time and not on demand.
- The University will attempt to contact owners of any left luggage after the agreed collection expiry time, however responsibility for collection rests with the owner. A weekly charge will be levied by the University for storage of items not collected within the agreed storage period which must be paid before collection will be allowed. Any left luggage not collected within 6 months of the agreed expiry time, will be disposed of by the University in whatever manner it feels appropriate. Any monies raised by the disposal will be used to repay the excess storage charge; any residual funds will be donated to charity.

Signed

Signed: _____ Date: MM/YYYY
Principal

Signed: _____ Date: MM/YYYY
Governor