

Lost and Found Policy

Transwestern Park Center

08/29/2016

Park Center Policy

Park Center is not responsible for lost, found, or damaged articles belonging to individuals and/or organizations using the building or for lost or found items on campus.

Items found on the campus will be kept in the Park Center Security Office (SOC). Any item of value will be kept in a secured locker in the SOC. A logbook with the date the item was found and a description of the item will be kept. For any items that are found and lists the owners name, Security will make every effort to contact the person.

To claim an item, individuals must present a current photo ID and a physical description of the item. It is the claimant's responsibility to make all arrangements for the return of a lost item including the cost of shipping and handling. Items not claimed within 30 days will be donated to a charitable organization or disposed.

Credit, Debit cards and Personal ID's will be kept for 7 days and then shredded.

The following items will be kept for 30 days:

1. Wallets, backpacks, bags such as purses, camera bags, and duffel bags (any credit cards, debit cards or ID cards found in bags, purses or wallets will be shredded after 7 days)
2. Binders, folders, and notebooks
3. Books such as textbooks and course readers
4. Cell phones
5. Clothing such as jackets, pants, shirts, skirts, and sweaters
6. Electronics such as calculators, headphones, computer cords, and handheld radio/music players, lap tops
7. Eyeglasses including prescription and reading
8. Flash drives
9. Hats
10. Jewelry such as bracelets, earrings, necklaces, rings, and watches
11. Keys
12. Sunglasses

For sanitary reasons, the following items are not accepted into the Lost and Found:

1. All undergarments and clothing of a personal nature
2. All personal hygiene items such as hair clips, hair brushes, make-up, lotions, and hair products
3. All footwear and items such as shoes, sandals, socks, and high heels
4. All contact lenses, contact lens solutions, and ear plugs
5. All towels or cloths of personal use
6. All edible items and items that contain food or liquids such as lunch boxes, bottles, and mugs
7. All chemical and medical items such as cleaning solutions and prescription drugs and any other items that are deemed unsanitary.

NOTE: Due to limited storage space, miscellaneous documents and photographs will be disposed of; Sensitive informational documents will be shredded using the on-site data security vendor.