



HOUSEKEEPING STANDARD OPERATING PROCEDURE

Title: Bag and tag Policy

Effective Date: April 1, 2014

**Responsible
Authority:**
Assoc Dir, Facilities
Operations

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Purpose:

This SOP covers the bagging and tagging of items left behind around campus where an owner is not immediately identified and how to properly handle and transfer that item. The following policy and procedures are intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, or disposed of by the University.

Definitions:

Bag and tag – To place all items found, or left behind, in any area on campus such as in housing rooms at move out, classrooms after session, or any public/common area on campus, in a clear or blue bag with a label identifying the building and room number. (See example below)

Lost - In this policy, "lost property" means any unattended, abandoned, misplaced, or forgotten item – including, but not limited to, equipment, cash, jewelry, books, documents, or personal identification paper - which is found within the boundaries of the university, pending the identification of the rightful owner, or appropriate disposal thereof. Lost and found items are those things which someone has lost and which someone else has found.

Valuable Items: Valuable items are defined as items that have a value of over \$50 or items with personal information (i.e. prescriptions, medical devices, jewelry, wallets, purses, keys, cell phones, etc)

Policy:

Housekeeping employees may never keep any items left behind or lost by others on the UCF campus. Any employee found removing an item from campus that does not belong to them will be subject to UCF regulation Section 3.0181 (5) (x). The State of Florida and the university have specific means of disposing of property not claimed by the owner (Florida Statute 705.18). Housekeeping is committed to doing its part to expedite the return of items to their proper owner, and implements a "Bag and Tag" procedure to document when and where an item was found. Items found are turned in based upon the location where they were found such as the library, an academic building, a housing community, or for all other areas of campus and for valuables, the Police Department.

Procedure:

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