



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.015 Program Area: Support Services Section: Laundry
Issue Date: September 3, 2019 Review Date: Revision Date:	Subject: Lost and Found

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Lost and Found

PURPOSE:

To record and document any personal clothing or items whose owners are unknown.

PROCEDURE:

Every effort should be made to find the owner of the item. Calls can be made to the area the laundry came from if available. If no owner is found the following procedure should be followed:

1. The item should be sent to the sewing area or business office.
2. The item should be documented in a log with a description of the item and date found.
3. The log must also record the bag or box the item is stored in.
4. The item will be kept for a minimum of two months.
5. After two months the item will be disposed of by one of two methods:
 - Donated to a charity
 - If not usable or in good repair, the item should be discarded.
 - Labels must be removed from personal clothing before disposing of the items.
6. Records of Lost and found should be retained.

EQUIPMENT/SUPPLIES:

- Laundry delivery cart