



LOST AND FOUND PROCEDURES WESTERN CANADIAN PLACE

- 1) Items are to be turned in to the main lobby Security Desk when found. Security will complete a found form and obtain the name and contact information of the person turning the item in, a description of the item and where it was found. Items will be checked for identification and if owner information can be confirmed, an attempt will be made to contact the owner.
- 2) If an item is lost, it can be reported to the Security Desk and Security will complete a lost form for the item indicating the name and contact information for the person who lost the item. They will also require the description of the item and where it was last seen. If the item is found, the owner will be contacted using the information provided.
- 3) All items will then be logged, tagged and secured.
- 4) Can be claimed at the Security Centre, main floor adjacent to the down escalator between the hours of 7:00 am to 3:00 pm, Monday thru Friday.
- 5) Unclaimed items will be disposed of after 90 days, with appropriate items going to charity.