

Lost Property Policy

The Lost and Found Property Policy provides for the handling, retention and disposal of property found at Belmore Road Medical Centre.

All lost property will be placed in the designated, secure area identified in the log book retained in the reception office.

The retention period for lost property is up to three months (depending on the item) from the date it was registered. **Perishables such as food or items that are soiled will be disposed of immediately to prevent other items being contaminated.**

Once the item discovered has been registered in the "Lost and Found Register", every reasonable attempt to contact the owner will be made and documented. The following information should be recorded in the register:-

- The date the item discovered
- The description of the item
- The date contact or attempted contact made with the owner (assuming the owner of the property is known). If contact is not made in the first instance, continued efforts should be made to reach the owner and these efforts will be logged.

At the end of the three month term if the item has not been collected, it will be disposed of and the date of disposal will be logged.