UNIVERSITY LOCKS

LEFT PROPERTY POLICY

PURPOSE STATEMENT

To ensure property left within University Locks at the end of the period of residence or upon early termination of the Licence Agreement is dealt with consistently and in accordance with service standards and procedures

SCOPE

This policy is applicable to all members of staff and residents within University Locks. The policy should be used when property is found or has been left behind at the end of the period of residence or upon early termination of the Licence Agreement. The property may belong to residents or their guests.

DEFINITION

Left property: personal item of value left behind by residents or guests in a bedroom or communal area after a contract has ended or confiscated items of value not collected when the keys are returned

Personal items include:

Passport

Birth Certificate

Cheque Book

Cash or secure container (purse or wallet) likely to contain valuables

Credit/Debit Card

Driving licence

Bank Statements

Mobile Phone

Lap Top

(The above list is indicative)

RESPONSIBILITIES

University staff and contract staff working on behalf of the University are instructed to consult with the Accommodation Manager before removing any left property.

LEFT PROPERTY

Residents are responsible for clearing all personal belongings from the accommodation before returning keys to the University Locks reception at the end of the period of residence or upon early termination of the Licence Agreement.

Before the end of the period of residence a reminder will be sent to all residents stating that it is the resident's responsibility to clear all personal belongings from the accommodation before returning keys to University Locks reception.

This policy equally applies if a student fails to return the keys to the accommodation at the end of the period of residence or upon early termination of the Licence Agreement and leaves property in the accommodation.

Staff who find personal item/s of value when cleaning accommodation at the end of the period of residence or upon early termination of the Licence Agreement have a responsibility to notify the Accommodation Manager so the item/s can be logged and stored safely and securely.

The Accommodation Manager will contact the resident via email and/or letter as well as trying to make contact by telephone advising the student that a personal item of value has been found and should be collected within 28 days from the date of correspondence. During this period the property will be kept in a safe and secure storage area.

Property left behind after the end of the period of residence or upon early termination of the Licence Agreement, which does not fit the category of personal items of value i.e. clothing, shoes, CD's, DVD's, books etc. will be donated to local charities or where possible recycled.

Students are responsible for changing their address once they have vacated their accommodation. Post will be returned to Royal Mail and will not be forwarded and any parcels that have not been collected by the end contract date will be disposed of.

Open foodstuffs, alcohol, toiletries, consumables, bedding and pharmaceuticals will be disposed of.

The University reserves the right to charge the student costs associated with the storage or disposal of any items left in University Locks at the end of the period of residence or upon early termination of the Licence Agreement.