Name of Hotel: _____

Lost & Found Log

Date Found	Item Description	Location Found	Found By	Date Claimed/ Mailed/ Disposed of

Procedure:

1. All found items must be logged immediately with accurate details.
2. Items should be stored in a secure designated area.
3. Guests must present identification when claiming an item or mailed by General Manager
4. After the retention period, unclaimed can be claimed by the finder first, other staff, or donated.
5. Staff should obtain the signature of the person claiming the item.