



Date Created:	8.25.2009
Category:	Building
Revised:	
Approved by COO:	9.15.2010

Subject: Lost and Found

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- Purpose:** To ensure that all UPI employees know who to contact if something is lost.
- Procedures:** Contact UPI's Receptionist if you find or lose an item.
- Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.
- Governance:** Property Manager is responsible for adoption and/or implementation of this policy.