

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## LOST PROPERTY

### **Lost property**

Lost property is stored at the top of the stairs behind reception. If you mislay any of your personal belonging please enquire at reception and they will do their best to find the item(s) and return them to you. We cannot of course guarantee that your lost items will be found.

If you find any items in the building please hand them in to reception where they will make a note of the date item is handed in, where it was found and a description of the item. This will be added to the lost property book. Perishable items will be disposed of within 24 hours. Other lost property will be periodically sorted through and items unclaimed for 6 months will be donated to charity.