

The Society Hotel Lost and Found Log

All items are to be kept a minimum of 120 days. Items may only be removed and disposed of by the general manager, unless returned to guest. These pages are to be kept in the Lost & Found Binder.

<i>Item #</i>	<i>Date & Time Found</i>	<i>Description</i>	<i>Area/ Room # Where Found</i>	<i>Found By Whom</i>	<i>Secured Location</i>	<i>How Disposed Of (enter address if mailed)</i>	<i>By Whom (initials)</i>	<i>Date</i>