

Lost property

What do I do if I find something?

Do not keep:

Loose Toiletries (wash bags to be kept)
Wires
Medicines
Umbrellas
Books
Underwear
Etc....

If you are not sure:

Ask Front of House or Manager

What do I do next:

Make a note of:

Date
Apartment where found
Bring to office (latest next day) and give to
Front of House
Report in Operto if too big to carry
(Maintenance will pick up)

What happens next?

Non-valuables - kept for one month
Valuables - kept for three months

***Items are then returned to finder if not
claimed by guest***