



## Lost and Found

### GENERAL INFORMATION:

If you have lost an item on campus, you may contact the Coconino Community College Security at 928-226-4305 for Lone Tree or 928-526-7611 for Fourth Street or 928-645-3987 for Page, during open business hours.

### WHAT SHOULD I DO WITH AN ITEM THAT IS FOUND?

If an item is found on campus, it should be turned in to the Coconino Community College Security Department's Lost and Found.

### ITEMS MAINTAINED IN LOST AND FOUND INCLUDE:

- Books, notebooks, and planners
- Sunglasses and prescription eyewear
- Cellular phones
- Keys
- Backpacks
- Jewelry
- USB's
- Computer equipment and accessories
- Music playing devices
- Wallets, drivers licenses, identifications
- Other miscellaneous valuables

### ITEMS NOT ACCEPTED:

Items we do not accept in lost and found due to sanitary, safety, and biohazard reasons:

- Any type of clothing, including coats, jackets, hats, uniforms, and shoes, regardless of value
- Food or any food and drink containers
- Any items containing liquids or gel-like substances or items which could leak or melt
- Any items which present a sanitation risk (soiled)
- Any broken items
- Medications
- Syringes
- Pepper spray or other similar substances
- Any items which are sharp and could be hazardous to staff
- Paperwork (i.e. homework) which does not appear to be an official document



**UNCLAIMED ITEMS:**

Items are maintained for 90 days before disposition. Unclaimed high valued items may be turned over to the Flagstaff Police Department. Any other items may be donated, recycled or disposed of.

**CLAIMING ITEMS:**

When claiming an item, a valid governmental photo identification card/driver's license or CCC student identification card is required. Property will not be released to anyone without valid identification. The property owner must be able to identify the item and be picked up in person.

Coconino Community College is not responsible for lost items being returned or items claimed by other than its rightful owner.

Thank you,  
Coconino Community College Security