



University
of Windsor

Policy Title: Abandoned Property Policy

Date Established: Historical policy

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Director, Housing & Residence Life

Revision Date(s):

- September 2024

Purpose

This policy outlines what Housing and Residence Life will do with abandoned property.

Scope of Policy

This policy pertains to former residents and students who have moved out of an assigned residence room.

Definitions

The definitions below are specific to the development and maintenance of this policy:

1. "Abandoned property" refers to items that have been left in a resident room after a student has checked out of an assigned room that are not owned by Housing and Residence Life.
2. "Residence property" refers to items that are owned by Housing and Residence Life such as furniture, lighting, and other small furnishings.

Policy Statement

When a student moves into a residence room they take possession of that space and they are responsible for the "property" within it. In some cases, students leave personal belongings once they vacate the room.

Items left in a student's room after they check out of residence are considered "abandoned property" and will be collected by the Facilities Coordinator (FC) or housekeeping staff. At the discretion of the FC, the student may be contacted to confirm the intent to leave the items. After 30 days, the items will be discarded or donated, whichever is most appropriate.

Items left in common areas, will be placed in "Lost and Found" with the FC. After 30 days, the items will be discarded or donated, whichever is most appropriate.

Roles and Responsibilities:

1. The Facilities Coordinator (FC) is responsible for:
 - a. Conducting room inspections at the end of each semester and as necessary after a student checks out or moves out;
 - b. Contacting former residents or students who have checked out regarding the abandoned property.
 - c. Donating or disposing of the abandoned property

Review by

Review every July.



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Policy Title: Procedures for Implementing Policy on Abandoned Property

Date Established: Historical Procedure

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Director, Housing & Residence Life

Revision Date(s):

- September 2024

Scope

These procedures apply to the implementation of the Policy on Abandoned Property.

Procedure

1. Room inspections are completed by the Facilities Coordinator (FC) at the end of the semester or as necessary as students check out or move out of their assigned residence rooms.
2. Items left in a residence room after a check out or move out are considered “abandoned property” and will be collected by the FC or housekeeping staff.
3. Abandoned property will be boxed or bagged, labelled with student number and name and placed in an area designated by the FC.
4. If the FC estimates the abandoned property to be of significant value (either financial or sentimental) the student will be contacted by email to inquire about whether they intentionally left the items. If the student would like to collect the items, the FC will make arrangements with the student for pick up, and the items are no longer deemed abandoned property.
5. All abandoned property will be kept for a minimum of 15 days. After a minimum of 15 days, the property will be discarded or donated, whichever is most appropriate.