

Florida State University Facilities

No Scavenging Policy

This policy applies to all Facilities employees, in each section, on all shifts throughout the day and night and on weekends. This policy applies to any item that is found in or around areas serviced, maintained or controlled by the Facilities Department and/or Florida State University including, but not limited to dumpsters, trash cans, parking lots and garages, athletic fields and seating areas, green areas (Landis, Langford, etc.), classrooms, residence halls, bathrooms and offices.

The Policy is as follows:

1. No item of state property and/or property that is not an employee's personal property shall be removed from campus.
2. All found items must be turned in to a supervisor and reported to the office of the Associate V.P. of Facilities (645-6540).
3. All found items will be tagged with the date and place they were found.
4. All tagged items will be held for 30 days. Items not claimed in 30 days will be disposed of as defined in Florida Statutes, Chapter 705.18.
5. Facilities employees will adhere to this policy and acknowledge receipt by signing the attached cover memorandum.
6. Failure to abide by the guidelines established in this policy will result in disciplinary action, up to and including dismissal.