



FLORIDA STATE UNIVERSITY

Sr. Associate Vice President for Facilities  
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**Facilities No Scavenging Policy**

This policy applies to all Facilities employees. 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 Vice President for Facilities.
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. The proper disposal of scrap, valuable waste, and salvageable material will be planned for all Facilities work functions, whether for a specific single event, or for continuous operations.
6. No Facilities employee may solicit for or acquire for their own personal use or gain any item of scrap, valuable or non-valuable waste, or salvageable material. This shall include packaging materials and used or un-used construction materials destined for disposal, even if disposal is to be in the University waste stream.
7. No Facilities employee shall accept any item of scrap, valuable or non-valuable waste, or salvageable material from a third-party vendor or contractor.

Facilities employees will adhere to this policy and acknowledge receipt by signing below. Failure to abide by the guidelines established in this policy will result in disciplinary action, up to and including dismissal.

I received a copy of the Facilities No Scavenging Policy:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)