

Husky Union Building Policy	
Policy Name: Lost and Found Policy	Effective Date: July 2025
Custodian of Policy: HUB Event & Information Services	Last review: July 2025
Section A Policy 12.0	Next review: June 2026

## Policy Statement

As the community center for the University of Washington (UW) Seattle campus, the Husky Union Building (HUB) Event & Information Services (EVIS) operates the HUB Lost & Found, which serves as the central lost and found for the entire UW. The HUB is committed to providing services and staffing for a campus lost and found to process and track over 1,000 items received monthly, HUB Lost & Found takes every possible effort to reunite UW community members with their lost items in a timely manner.

## Policy Rationale

The HUB is committed to providing services that support the Husky Experience and align with the University of Washington mission statement. The following standard operating procedures have been developed to align with University Policy, Washington State Law, and support the broader University community.

## Policy Overview/Procedure

### Legal Charges

Lost & Found operations are governed by Washington State Law as well as University of Washington policies. Below are some of the key ways in which these directly inform the HUB's Lost & Found policies and operations.

- As defined under state law and per a charge from the Washington State Attorney General, the Husky Union Building is the designated representative of local law enforcement, the UW Police Department, tasked with carrying out lost property management (lost & found services).
- Items of an estimated resale value of \$100 or more or with any personal identifying information must be held for at least 60 days. All efforts must be made to find and contact the owner of any items. Items under that value must be held for at least 14 days.
- The HUB must keep a record of every item received, what actions are taken with it, when they are taken, and why.
- The HUB is responsible for keeping items secure and in the condition with the contents as they were received. The HUB is responsible for compensating the owner in the event of item loss or damage after it is received into our custody.
- Expired items may be kept for departmental use, sold by the department to benefit the department directly, or donated to a registered 501(c)3 charity.
- Links to the Revised Code of Washington (RCW) sections can be found in section "Resources".

### Found Items

Items may be turned into the HUB Lost & Found at the HUB Information Desk during business hours, or sent via campus mail to UW Box 352230, c/o HUB Lost & Found.

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The HUB Lost & Found holds items with personally identifiable information and/or a value estimated to be above \$100 for sixty (60) days, and all other items for a minimum of fourteen (14) days. Unclaimed items expire out of our inventory and are sold, destroyed, or donated to charity, depending on the item type and its condition.

Although the HUB Lost & Found is the largest resource of its kind on the Seattle campus, other buildings and entities may maintain their own lost and found resources and may or may not forward their items to the HUB. The HUB encourages anyone looking for lost items to contact the facility they believe to have lost their item at.

Due to their size and separation from the broader campus community, University of Washington Athletics maintains their own lost and found inventory separate from the HUB. For items lost in UW Athletics facilities, such as Husky Stadium, Hec Edmundson Pavilion, or other UW NCAA sporting venues, please contact UW Athletics directly through their lost and found portal: <https://gohuskies.com/sports/2017/8/29/lost-and-found>

To comply with HIPPA regulation and patient confidentiality, the University of Washington Medical Center maintains their own lost and found inventory separate from the HUB. For items lost in the UW Medical Center, please contact UW Medicine directly at [hosppec@uw.edu](mailto:hosppec@uw.edu).

### **Husky Cards**

Individual Husky Cards found without accompanying items (wallets, bags, phones, etc.) are returned to the Husky Card office twice weekly. The Husky Card office is located on the Ground Floor of Odegaard Library and can be contacted at 206-543-7222 or [huskycrd@uw.edu](mailto:huskycrd@uw.edu).

### **Passports**

After sixty (60) days, any passports, foreign or domestic, that could not be reunited with their original owner are mailed back to the nearest embassy or passport office.

### **Items Not Accepted by HUB Lost & Found**

The following items are not accepted by HUB Lost & Found. Any items given to HUB Lost & Found matching the following criteria will be denied or disposed of in the prescribed manner:

- Wet, dirty, or soiled items
- Underwear, socks, bras, bathing suits, or other undergarments
- Towels, pillows, sheets, blankets, or other bedding
- Cleaning products, chemicals, or detergents
- Food items, containers with food inside, or other perishables

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- Full water bottles, coffee mugs, or other liquid-filled containers
  - *Please empty fluids or perishables prior to turning them into the HUB Lost & Found*
- Bicycles, skateboards, strollers, or any other “wheeled vehicles”
  - *Finders must contact UW Police directly at [206-685-8973](tel:206-685-8973)*
- Knives and other sharp objects, weapons, mace/pepper spray, controlled/illegal substances, and paraphernalia.
  - *Finders must contact UW Police directly at [206-685-8973](tel:206-685-8973)*
- Any items deemed by HUB staff to be unsanitary and/or hazardous for storage

### Disposal of Expired Items

Following retention, any items that are not claimed by their original owner will be sold, donated, or destroyed. HUB staff use their discretion to determine what is done with any expired items in the HUB Lost & Found:

- **Sale:** items that may be beneficial or desirable to the broader UW population may be sold at the monthly HUB Lost & Found Sale. See the section titled “Lost & Found Sale” for more information.
- **Donate:** items that are not sold at the HUB Lost & Found Sale may be donated to an eligible 501(c)3 charitable organization in accordance with RCW 63.32.050.
- **Destroy:** items containing personally identifiable information that could not be returned to the original owner, such as IDs, credit/debit cards, documents, electronics that cannot be returned to their factory settings, or anything that is in poor or unusable condition is destroyed in compliance with local waste management practices and secure document destruction policy.

### Lost & Found Sale

On the First Wednesday of every month from 9am-4:30pm between October-May\*, the HUB sells a variety of items based on what has expired from the Lost & Found inventory. Items are sold at a deep discount and may include small electronics, jewelry, jackets, sunglasses, books, calculators, USB drives, water bottles, and much more.

*\* Exceptions may be made on a case-by-case basis, please visit the HUB website or contact HUB Event & Information Services at [hubres@uw.edu](mailto:hubres@uw.edu) with questions.*

Per RCW 63.21, the HUB Lost & Found holds items with personally identifiable information and/or a value estimated to be above \$100 for sixty days, and all other items for fourteen days. Unclaimed items expire out of our inventory and are sold, destroyed, or donated to charity, depending on the item and its condition.

Items are sold as-is, and all sales are final – no refunds or exchanges. Items with personally identifiable information, such as IDs, credit/debit cards, documents, electronics that cannot be safely returned to

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their factory settings (such as laptops, phones, and other password protected electronics) are not available for sale and are disposed of in the appropriate manner.

The revenue from lost and found sales goes to support the operations of our Lost and Found services provided to the campus community. Excess funds go back to supplemental student programming and services here at the HUB.

## Definitions

**Expired Item(s):** Items that have completed their legally prescribed retention period (between fourteen to sixty days) are deemed “expired” and subject to donation, destruction, sale, or retention by the HUB.

## Questions/Exceptions

Exceptions are evaluated on a case-by-case basis by the HUB Associate Director for Event and Information Services. Meetings and exceptions may be requested at the email address below.

## Contact

HUB Associate Director for Event and Information Services; [hubres@uw.edu](mailto:hubres@uw.edu)

## Resources

RCW Chapter 63.21: Lost & Found Property

- <https://app.leg.wa.gov/RCW/default.aspx?cite=63.21>

UW Administrative Policy Statement 2.2L University Privacy Policy

- <https://policy.uw.edu/directory/aps/section-00/aps-2-2-university-privacy-policy/>

UW Administrative Policy Statement 2.4: Information Security and Privacy: Roles, Responsibilities, and Definitions

- <https://policy.uw.edu/directory/aps/section-00/aps-2-4-information-security-and-privacy-roles-responsibilities-and-definitions/>

UW Administrative Policy Statement 59.5: Policy on Sales of Goods and Services

- <https://policy.uw.edu/directory/aps/section-50-services/aps-59-5-policy-on-sales-of-goods-and-services/>