There is no policy

**PROCEDURE**

Lost Equipment
- Notify Security at x5682.
- Provide a specific list of items, identifying information (make, model, serial number(s), color, manufacturer, inventory control tag number and cost).

Lost or Stolen Keys
- Notify building administrator in charge immediately.
- Give the following information.
  - To whom the keys were issued
  - What rooms, area, vehicles or equipment did the keys control
  - What identifies the key ring or key(s)
- Administrator shall
  - Report stolen keys to maintenance department
  - Notify Security x5682.