

allure	Lost & Found Policy	Page 1 of 1
		AWPP018
Adopted: 11/10/15	Version: 1.0	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Lost Property:

The Allure Waikiki provides a Lost & Found service. Lost items may be reported to any Ambassador on duty. You also can also make a report over the phone by calling the Front Desk at (808) 983-3910. The Ambassador will check to see if a lost item matching the description has already been recovered.

If the item has been found, you must sign for the item on the bottom of the Found Property Receipt. If item is not in our possession, please complete a written report so that an Ambassador can contact you if anything does turn up.

Found Property:

If you find lost property belonging to someone else, please turn it in to the Front Desk ASAP.

If an item contains identification, the Front Desk will attempt to notify the Owner as soon as possible.

The goal of Lost & Found is to return all lost items to their rightful owner in a timely and efficient manner. Allure Waikiki retains all Lost & Found property for 45 days, at which time unclaimed property is disposed of in accordance with the law.