



LOST AND FOUND

Lost and Found items will be stored in the AV1-101 office. This location is secure and remains staffed:

- Monday – Friday: 8 a.m. - 5 p.m.
- Monday – Thursday: 5:30 - 9:30 p.m. (excluding Summer)
- Saturday: 8 a.m. – 2 p.m. (excluding Summer)

Daily Management:

1. Students and staff may drop off items in AV1-101 for safekeeping.
2. If lost items are turned in at another location, the department's administrative assistant will ensure they are transferred to the lost and found.
3. Items of higher value will be kept secure and logged. If the item is not picked up after 48 hours, the administrative assistant will call SCCCD Police Department to coordinate pick up. Please contact SCCCD PD with any questions (559) 244-6140.

Items of Higher Value	Items SCCCD PD Does NOT Receive
Property with serial numbers	Water bottles
Jewelry	Clothing
Car keys	Empty backpacks
Items that are easily identifiable	Prescription eyeglasses

End of Semester:

At the end of the semester, all unclaimed property will be turned into PD.

If you have any questions or need further assistance, please feel free to email adminservices@maderacollege.edu.