



[stowmarketswimmingclub.co.uk](http://stowmarketswimmingclub.co.uk)

## **LOST PROPERTY.**

Swimming equipment looks the same. Club kit (such as swimming caps) are practically identical.

Therefore, **PLEASE ENSURE ALL EQUIPMENT IS MARKED WITH THE OWNER'S NAME.** Since ink wears off in chlorinated water please ensure the name marking is refreshed frequently.

In the event an item is mislaid it is important to note that **Stowmarket Swimming Club does NOT hold any lost and found property.** All items are handed to the leisure centre reception desk.

The leisure centre management keeps most items of found clothing, equipment and such like for four weeks.

For hygiene reasons it does NOT keep items of underwear, hairbrushes, combs etc.

All items are logged and placed in a secure room/area until they are either collected by the owner or, if not claimed with four weeks, disposed of.

Any items deemed valuable are kept securely for three months.

If not claimed within that period they are taken to the local police station.

Any items claimed (having satisfied the leisure centre of suitable ownership) must be signed for.

### **Reporting a lost item.**

Customers may report that items have been lost whilst using the facility and details will be suitably recorded in the Lost Property Log.

If the item is subsequently found the leisure centre manager will contact the customer using the contact details they provided to inform them that something matching the description they gave has been found and ask them to come in to identify it.

The date the customer was informed will be recorded and if the customer has not collected the item two months after that date then the property will be treated once more as lost property.