

明愛青少年及社區服務
服務質素標準 13
13.3 失物待領通告

本服務現有如下列失物，請物主盡快與詢問處當值職員聯絡，安排領取事宜。

拾獲日期	失 物

處理失物政策：若職員在單位範圍內活動中發現有服務使用者遺漏之物件，會詳列於失物待領的記錄冊上，並張貼於告示板；若六個月後仍未有人認領，則由該單位作出適當處理。

檢討： 本通告最少三年檢討一次

更新日期： 2017年11月16日

Caritas Youth and Community Service
Service Quality Standards 13
13.3 Notice for Redemption of Lost Item

It is noted that the following lost item(s) has (have) been discovered and is (are) under the custody of the Service Unit. Owner(s) of such lost item(s) is (are) urged to approach duty staff for redemption:-

Date of Discovery	Details of Lost Item(s)

Policy for Processing Lost Item:

If lost item of service user is discovered during activity organized by Service Units within its area, duty staff needs to record such details and post such details on notice board to look for owner's redemption. If such item has not been claimed in 6 months from the date of discovery, it will be disposed of at the discretion of Service Unit.

Review : This policy to be reviewed once every three years
Date of Review : 16 November 2017