

Lost Item(s) Found Report
(Give this to the supervisor on shift along with the lost item)



Employee Name: _____

Date: _____

Location Item was found in: (Include Room, Building, and Time)

Description of the Item(s) Found:

Guests Listed In the Room: (to be filled out by supervisor)

Actions Taken:

Supervisors Signature: _____

(Please add supplemental pages to this report if needed).