

Lost & Found SOP

Security & Facility Management

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Produce a lost-and-found SOP for a facility — recording, secure storage, claim verification and handover, and disposal of unclaimed items — so found property is handled honestly and traceably. Describe the facility below.

Purpose of this tool & output

Handle found property properly

How the output is used

Use it to handle found property properly — a lost and found SOP across recording, custody and return.

Important cautions

AI-generated SOP; handle valuables and cash with extra controls.

Companion documents

- Control Room SOP
- Incident Management SOP
- Site Emergency Response Plan
- Visitor Management SOP
- Material Gate Pass SOP
- Key & Asset Custody SOP

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.