Lost & Found

The Manhattan School of Music Lost and Found is operated by the Facilities Department located on the first floor of the school’s main building in rooms 104 & 106. All found items should be brought to this office during the business hours of 8:00 AM to 3:00 PM, Monday through Friday. After business hours or when the Facilities Office is closed, you may turn in the item to the front security desk station. You must fill out a form when turning in a lost item or to report an item that you have lost. The form can be found online here:
http://www msmstudents com/SchoolOffices/Facilities/LostandFoundForm.aspx

All lost Items received are held for a period of 60 (sixty) days until the end of the semester. They are entered into the School’s Lost and Found Log with a brief description of the item and the date and location where it was found. Thereafter, the following procedure will pertain to unclaimed articles:

1. Clothing shall be donated to a charitable institution;

2. Books shall be given to the library for use or given away;

3. Musical Instruments shall be given to the appropriate department Chairperson or Community Outreach Dept.

4. Misc. Items shall be donated or discarded as determined by the Facilities Department.

If a member of the Manhattan School of Music community has lost an item, they are asked to contact the Facilities Department in order to enter their lost article in the School’s Lost and Found Log.