## SAFETY TIPS

LocaTec

It is a service provided by the Internal Security department, it is in charge of receiving and delivering lost and forgotten items on campus. It is located in the South Building in the basement on the west side, you can also receive guidance at the security office located in the North Building in front of Radiotec.

## What to do if an item is lost on campus?

Go to the Locatec area or the security office to verify if it is there, if it is not located, the security area will give you a form to thereby give way to the investigation.

## What to do if you find an item on campus?

Go to LocaTec or the security office to deliver the item. There, a format will be filled out describing its characteristics, by whom it was found and where.





Oficina de LocaTec Horario de atención Lunes a viernes de 09:00 a 14:00 y de 16:00 a 18:00hrs Mail: locateccva@servicios.itesm.mx







