

## LOCKERS MANAGEMENT PROCEDURE

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|  |                        |   |      |

## I. PURPOSE

This document establishes standardized procedures to ensure that lockers are safely and effectively managed.

## II. SCOPE

This regulation is applicable to all employees who are involved in documentation.

## III. RESPONSIBILITY

Senior Manager, Campus Facilities & Services (SM, F&S) performs regular audits to ensure that management procedures are appropriate, consistent, and effectively monitored.

Other staff of the Asset Management Department have the responsibility to implement procedures.

## IV. PROCEDURE

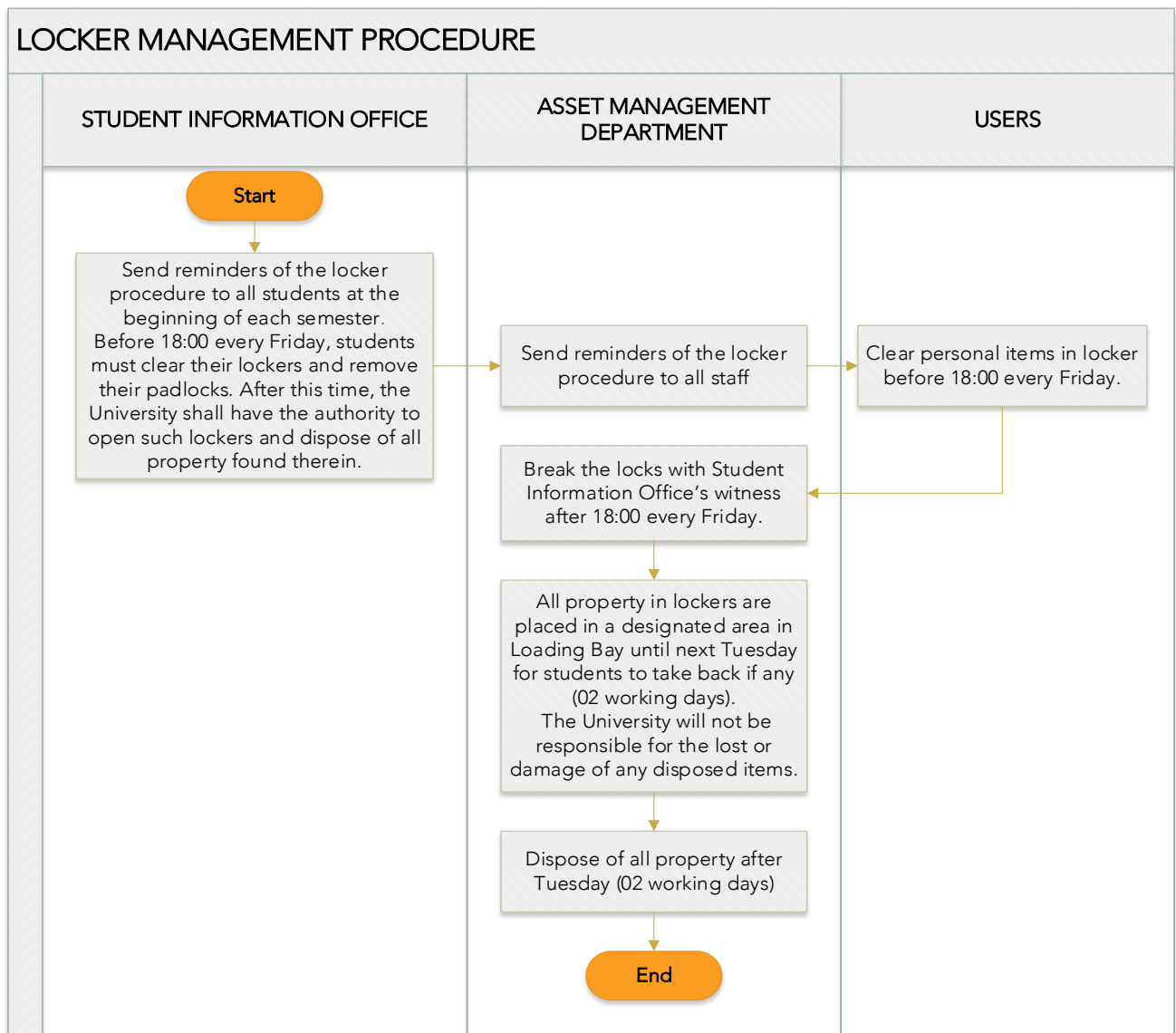
### 1. Day-use lockers

- Lockers are allocated to students and staff to facilitate the daily storage of learning materials and relevant items to studies or working, on first come first serve and daily basis.
- Users are advised not to store any valuable items or money and to take full responsibility for the items in lockers. The University will not be responsible for the loss or damage of any items stored inside the lockers.
- Storage of any items that are items deemed by the University to be harmful, offensive, or inappropriate is strictly prohibited. This includes, but is not limited to drugs, alcohol and weapons, dangerous chemicals, illegal items.
- Locker users should not put any labels and posters on the locker and should keep the interior and exterior of the locker clean. Users must report any damage or defects of their lockers to the Assets Management Department as soon as possible.
- Lockers are not installed with any locks. Users should bring own padlocks to safeguard their belongings in the lockers.
- If the users forget their keys and request to break the lockers, they must bring their keys to open the lockers at another time.
- If the users have lost their keys and request to break the lockers, they must send emails describing the situation with clear information. Students are required to visit the Campus Services Centre on level 1 to verify the property the following week after the weekly locker clearance schedule.

### 2. Locker inspections

- Lockers are the property of the University and can be opened and checked by authorized personnel (Assets Management Department or Student Information Office) for any emergency, safety, maintenance purpose or clearance schedule. The University reserves the right to open a locker at any time with or without the consent of the students.
- When conducting locker inspections, the Asset Management Department may seize any illegal or unauthorized items, any other items reasonably determined to be a potential threat to the safety or security of others.
- Any violation of the locker regulations by the users may result in termination of the use of lockers.

### 3. Procedure



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