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<b>Name:</b>	<b>Lock Removal on Lockers</b>
<b>Policy Number:</b>	3-1026
<b>Origin:</b>	Facilities Management
<b>Approved:</b>	May 2001
<b>Issuing Authority:</b>	Director, Facilities Management
<b>Responsibility:</b>	Manager, Maintenance and Operations
<b>Revision Date(s):</b>	February 2005
<b>Effective Date:</b>	February 21, 2005
<b>Supersedes:</b>	N/A

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### **1. Policy:**

This policy shall be followed when removing locks from lockers at the request of Conference Services.

### **2. Procedures:**

- 2.1. Facilities Management personnel will remove locks from lockers when a request is received in writing from Conference Services, or when the person to whom the locker is assigned presents a lock removal form, signed by Conference Services.
- 2.2. When the person to whom the locker is assigned presents a lock removal form to Facilities Management, Facilities Management personnel shall remove the lock in the presence of that person.
- 2.3. When lock removal is requested by Conference Services the locks shall be removed in the presence of a University Security officer, who will then bag and label any contents of the locker. If the locker is found to be empty this fact shall be recorded by the security officer.
- 2.4. University Security will deliver all bagged locker contents to Conference Services.
- 2.5. Conference Services will store all locker contents for a minimum of 7 days from the date received.
- 2.6. If the locker contents are unclaimed by the owner after 8 days, Conference Services will dispose of the contents.