
Lockers

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Objectives

This procedure applies directly to Policy 7100, Safety and Security.

BCIT provides locker facilities for members of the BCIT community. This procedure outlines the requirements relating to locker assignments, usage, maintenance, locker clear-outs, and locker cuts for lockers on BCIT campuses.

Who This Procedure Applies To

This procedure applies to all BCIT employees, contractors, visitors, and students.

Related Documents and Legislation

BCIT Policies and Procedures

Policy 7150, Occupational Health & Safety

Policy 5102, Student Code of Conduct (Non-Academic)

Procedure 7100-PR9, Lost and Found

Procedure 7100-PR12, Bicycles, Rollerblades, Kick Scooters, Skateboards & Personal Mobility Devices

BCIT Webpages

BCIT Cycling – <https://www.bcit.ca/cycling/>

BCIT Recreation Services – <https://www.bcit.ca/recreation/servicesandrentals.shtml>

Definitions

Bike Lockers: means the lockable closets or compartments located on campus grounds provided by BCIT to students and employees for storing bicycles and other recreational equipment.

Personal Locker: means the small lockable closets or compartments located within hallways on campuses provided by BCIT to students and employees for storing personal belongings.

Recreation Services Lockers: means the lockers located in the SE16 building (Burnaby Campus).

Procedure

Locker Assignments

Bike Lockers

Bike Lockers are located at BCIT campuses as described at <https://www.bcit.ca/cycling/facilities.shtml>. These facilities can be rented through BCIT Recreation Services.

Personal Lockers

Unless clearly identified as a program-specific locker and locked, Personal Lockers are managed on a first-come, first-served basis.

If one takes possession of a Personal Locker that has been identified as a program-specific locker without approval of the responsible program, the lock will be cut and one's items will be removed without notice. All removed items will be maintained and disposed of in accordance with Procedure 7100-PR9, Lost and Found.

Recreation Services Lockers

All lockers in the SE16 building must be rented at the SE16 Recreation Services facility as outlined at <https://www.bcit.ca/recreation/servicesandrentals.shtml>.

Use

All lockers must be maintained in a safe and responsible manner.

Locker users may not use BCIT lockers to store illegal materials, dangerous goods or other property that could impact the campus community (such as contents that produce noise, odors, or leaks).

Locker users are expected to attend their locked lockers at minimum every two weeks to ensure that BCIT has not posted a notice to vacate. Any property left unattended for periods of two weeks or longer will be subject to lock cutting if BCIT has a need to move or alter the locker.

BCIT is not responsible for property damaged, lost, or stolen while stored in lockers.

Locker Maintenance

BCIT Facilities Services maintains lockers. Any maintenance issues relating to a locker on campus should be reported to Campus Planning and Facilities at <https://www.bcit.ca/facilities/>.

Locker Cleanouts

BCIT Campus Security performs locker cleanouts for buildings SW01, SW03, and SE12 (Burnaby Campus) in July of each year.

Departments and program areas are responsible for the cleanout of lockers within their areas, except for lockers located in SW01, SW03 and SE12 (Burnaby Campus).

Locker cleanouts, once scheduled, will follow the procedures listed under Locker Cuts, below.

Locker Cuts

Lockers are subject to locker cuts and removal of contents without notice if the unattended contents are impacting facilities or the campus community (contents that produce noise, odors, or leaks), or as otherwise provided for in this procedure.

Campus Security may also cut locks from occupied lockers following a two-week period where a notice to vacate has been posted on the locker.

If necessary, Campus Security may also cut locks and clear contents without providing a two-week notice. If so, BCIT will endeavor to make every effort to communicate with locker users and will provide the locker user with a replacement lock.

Locker cuts will be performed by BCIT Campus Security with a minimum of two individuals present. Locker contents will be recorded and maintained and disposed of in accordance with Procedure 7100-PR9, Lost and Found.

Amendment History

		<u>Approval Date</u>	<u>Status</u>
Created:	Procedure 7100-PR11 version 1	2019 Oct 01	Replaced
Revised:	Procedure 7100-PR11 version 2	2023 Dec 05	In Force

Scheduled Review Date

2028 Dec 05 (or sooner, if there are changes to the applicable regulatory framework or relevant operational circumstances).