
Lockers

Procedure No.:	7100-PR11
Version:	1
Policy Reference:	7100
Category:	Safety, Security and Emergency Management
Approving Body:	Board of Governors
Executive Sponsor:	VP Human Resources and People Development
Department Responsible:	Safety, Security and Emergency Management
Directory of Records:	0650-15
Approval Date:	2019 OCT 01

Objectives

BCIT provides locker facilities for members of the BCIT community.

This procedure outlines the expectations in relation 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

Policy 7100, Safety and Security
Policy 7150, Occupational Health and Safety
Policy 5102, Student Code of Conduct (Non Academic)

BCIT Procedures

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

Lockable closets/compartments located on campus grounds, provided by BCIT for use by students and employees, for the storage of bicycles or other recreational equipment.

Personal Locker

Small lockable closets/compartments located within hallways on campus, provided by BCIT for use by students and employees for the storage of personal belongings.

Recreation Services Lockers

Lockers located within the SE16 building.

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.

Note that there is a secure bike cage located at the BCIT Downtown campus that can be rented through the BCIT Downtown campus bookstore.

Personal Lockers

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

If you have taken possession of a Personal Locker that has been identified as a program-specific locker without approval of the responsible program, your lock will be cut and your items will be removed without notice. All removed items will be maintained and disposed of in accordance with BCIT's lost and found procedures.

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, 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 locker cuts if BCIT has a need to move or alter the locker.

BCIT is not responsible for damaged, lost or stolen property.

Locker Maintenance

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

Locker Clean Outs

BCIT Security performs annual locker clean outs for buildings SW01, SW03 and SE12 in July each

Procedure

year.

Departments/program areas are responsible for locker clean outs for their areas of campus for areas not listed above (SW01, SW03 and SE12).

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

Locker Cuts

Lockers are subject to locker cuts and removal of contents if the unattended contents are impacting facilities or the campus community (contents that produce noise, odors, or leaks).

BCIT reserves the right to cut locks from occupied lockers following a two-week notice period where signs have been posted.

There may be situations where BCIT is required to cut locks and clear contents but unable to provide two weeks notice to locker users. In these situations BCIT will endeavor to make every effort to communicate with locker users and, if a cut is necessary, replace the destroyed lock of the impacted locker user.

Locker cuts will be performed by BCIT Security with a minimum of two individuals present. Locker contents will be recorded and maintained and disposed of in accordance with BCITs lost and found procedures.

Forms Associated With This Procedure

None.

Amendment History

	<u>Approval Date</u>	<u>Status</u>
1. Creation: Procedure 7100-PR11 version 1	2019 Oct 01	In Force

Scheduled Review Date

2022 Oct 01