School of Electrical Engineering & Telecommunications

Procedure on Shared Locker Usage in G17

Version	Approved By	Approval Date	Effective Date	Next Review
1.0	Head of School	25th November, 2024	25th November, 2024	25th November, 2025

Procedure Statement

Purpose	The purpose of this procedure is to establish guidelines for the responsible and respectful use of shared lockers in the Electrical Engineering & Telecommunications Building (G17) at UNSW. It aims to ensure that all staff and students understand their responsibilities regarding locker access and the consequences of misuse, thereby maintaining a safe and conducive environment for all members of the university community.
Scope	This procedure applies to all staff and students who use shared lockers managed by the EE&T. It encompasses all activities related to the use, management, and misuse of these lockers.
Principles	EE&T is dedicated to ensuring that all staff and students understand their responsibilities in relation to the use of shared lockers, as well as the consequences of any misconduct. The guiding principles of this procedure are as follows: 1. We use and care for all UNSW and third-party resources responsibly and respectfully. Please refer to the UNSW Code of Conduct and Values 4.1 at: https://www.unsw.edu.au/content/dam/pdfs/governance/policy/hub/codeofconductandvalues.pdf 2. All staff and students are accountable for their actions and inactions regarding locker use. Failure to comply with these guidelines will lead to appropriate consequences. 3. Consequences of Misuse: Engaging in misuse of lockers will result in specified consequences.
Compliance	1. Students are required to familiarize themselves with the rules governing locker usage, including the 24-hour automatic reset of locker pins. Clear guidelines will be prominently displayed on the notice board, and signage prohibiting food and drinks will be affixed to each locker. 2. If a locker is discovered unlocked with belongings inside, a notice will be issued, informing the user to pick up the items before a given time, otherwise any items left in the locker will be disposed of the following day. 3. Any incidents of misuse or damage observed or reported to the school office will be addressed promptly. The school office is responsible for rectifying such issues and ensuring that necessary cleaning & repairs are made, thereby maintaining the shared lockers in good condition for all users.

Procedure	1. Students are required to familiarize themselves with the rules regarding locker usage, which includes the 24-hour automatic reset of locker pins. The school office will ensure clear locker usage guidelines are displayed on the notice board, and signage indicating that food and drinks are not permitted will be placed on each locker. 2. The school office will check lockers every fortnight on Wednesdays to ensure compliance with this procedure. 3. If a locker is found unlocked with belongings inside, a notice will be posted informing the user that items left will be disposed of the next day, unless any items will be pick-up before a given time. 4. Any items left unattended beyond the notice period will be discarded on Thursdays, the day following the locker checks. 5. All staff and students should report any issues (misuse or damage) to the school office promptly by sending an e-mail to the ELEC Admin Team elec.admin@unsw.edu.au 6. The school office is responsible for rectifying any issues related to locker use, including addressing misuse by disposing of belongings left in lockers. Additionally, any necessary repairs should be reported using the Archibus maintenance reporting channel. 7. This procedure will be reviewed annually to ensure its effectiveness and relevance.