

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

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### USE OF CAMPUS LOCKERS

8.18

REV 05/05

Administrative Services

425.352.5404

### OVERVIEW

Personal use lockers are made available for daily use as a courtesy to those that work or attend classes on campus. These lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or institutional policy.

UWB/CCC retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons or illegal drugs.

### POLICY

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Lockers for daily use are provided on a voluntary basis (with locks provided by the user). When in use, lockers should be kept locked. UWB assumes **NO** responsibility for loss or damage to any item in a locker, locked or unlocked. Users should not write in or on lockers. Decals and similar materials are not to be placed inside or outside of the locker.

## Locker Locations:

| Building | Location                   | # Showers | # Lockers |
|----------|----------------------------|-----------|-----------|
| UW1      | LL Men's Restroom (001E)   | 1         | 1         |
| UW2      | LL Men's Restroom          | 1         | 1         |
| LBA*     | LL Men's Restroom          | 2         | 12        |
|          |                            |           |           |
| UW1      | LL Women's Restroom (001G) | 1         | 1         |
| UW2      | LL Women's Restroom        | 1         | 1         |
| LBA*     | LL Women's Restroom        | 2         | 10        |

\* All lockers made available for use in the Library Building Annex (LBA) are the shared property of the University of Washington Bothell (UWB) and Cascadia Community College (CCC).

The following policy applies to all lockers in UWB dedicated spaces:

### 1. Locks

There is no overnight locker use available. Locks left on lockers longer than 24 hours or past 11:00 pm may be cut off and items in the lockers will be removed and, if sanitary to do so, will be sent to the UWB Public Safety Lost and Found. You must have a detailed description to claim contents. If the contents are not claimed after approximately 60 days, they will be disposed of or donated to charity in accordance with the [lost and found policy](#). Please be courteous of others wanting to use lockers by removing your belongings and lock after each use. Any locks left on the locker may be removed without notice and destroyed.

### 2. Inspection of All Lockers

An inspection of all lockers on campus may be conducted if the Chancellor, Vice Chancellor, Director of Facility Services, or the Director of Public Safety reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state or institutional policy. Examples of circumstances justifying a general inspection of a number of lockers include the following:

- When the institution(s) receives a bomb threat;
- When evidence of drug or alcohol use creates a reasonable belief of an unusually high level of use;
- Where violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Users will not necessarily be given the opportunity to be present while a general inspection is being conducted.

### **3. Involvement of Law Enforcement Officials:**

The Chancellor, Vice Chancellor, Director of Facility Services, or the Director of Public Safety may request the assistance of law enforcement officials to assist in inspecting lockers or their contents for purposes of enforcing institutional policies only if such assistance is required

- to identify substances which may be found in the lockers
- to protect the health and safety of persons on properly, such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

### **4. Locker Maintenance**

Nothing in these rules shall affect members of the custodial staff who clean out lockers from time to time in accordance with a general housekeeping schedule. Further, the custodial staff may request to open a locker during any period if they visually see chemicals or fluids flowing out, or have reason to believe a locker contains rotting, spoiling, or mildewing items such as food, etc.

### **5. Publication of Rules**

All rules are subject to change at the discretion of the UWB administration. Changes will be posted in locker facilities and this policy will be updated and posted on the UWB Office of Administrative Services web site.

### **ADDITIONAL INFORMATION**

Contact information: [trans@uwb.edu](mailto:trans@uwb.edu) or call 425.352.5421.