

## **Faculty of Engineering Locker Policy and Agreement**

The Faculty of Engineering at Western provides students with lockers to store their belongings while attending classes. The Undergraduate Services Office will assign lockers to full-time undergraduate engineering students and will attempt to assign lockers in locations as close as possible to the student's main area of study. Lockers are assigned by the Undergraduate Services Office on a first-come, first-served basis at the start of September. Each student will be assigned a maximum of one locker.

Students are expected to vacate lockers by the end of the last business day in April, so that it can be cleaned, repaired and reassigned for the next student. Students will have the opportunity to extend their locker rental for consecutive years if needed and must notify the Undergraduate Services office by April 1st each year. Two weeks before the end of the April examination period, students will be reminded by an email, sent to their @uwo.ca address, of the need to vacate the locker. Beginning the first business day in May, any remaining locks will be cut and contents of the locker removed subject to the terms under "Unauthorized Use of Lockers" below, unless you have extended your locker rental with Undergraduate Services prior to April 1st..

### **Unauthorized Use of lockers**

All lockers are the property of the Faculty of Engineering and use of lockers is a privilege. If a student has taken possession of a locker without first booking it through the Undergraduate Services Office, the lock will be cut and the items inside will be removed without notice to allow the student who has been assigned the locker to take possession of it.

After a lock has been cut, all contents will be put in storage for students to reclaim. Proof of ownership must be shown to retrieve belongings. Contents will be stored for only **ten** business days, after which they will be donated or thrown out. The Faculty of Engineering and the Undergraduate Services Office is neither responsible for any items that go missing after their removal from a locker, nor for any items that are left unclaimed for more than **ten** business days. To retrieve items from your locker contact the Engineering's Facilities Manager at [mgaylard@uwo.ca](mailto:mgaylard@uwo.ca).

### **Vandalism**

Any students caught vandalizing lockers will be subject to the current disciplinary policies as outlined in Western's Student Code of Conduct.

### **Theft**

The Faculty of Engineering is not responsible for any items stored in lockers. Locker users are urged to exercise caution and, in particular, are recommended not to store valuable items, such as purses, wallets, laptops, cameras or music players in lockers. It is strongly recommended that users purchase a high-quality lock, as less-expensive models tend to be easier to break, keep their lock combination secret and be alert to others watching while the lock is being opened.

## **Locker Access**

The Faculty of Engineering reserves the right to access lockers, or request that Campus Community Police Services access lockers, at its sole discretion if there is a suspected security risk, storage of illicit materials, or an environmental concern such as pest control or odours. Campus Police also have the right to enter a locker any time they suspect it contains items that put the Faculty environment in danger. Locker use to support any criminal activity will be reported to police.

### **Student/Engineering Undergraduate Services Agreement:**

Engineering Students and the Faculty of Engineering Undergraduate Services Office agree to abide by the following terms and conditions concerning locker use in the Engineering buildings:

1. All lockers are the property of the Faculty of Engineering.
2. Use of a locker by a person other than to whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. The Faculty of Engineering reserves the right to open a locker without the consent of the person to whom it is assigned in instances where locker use privileges are being abused or in response to an emergency situation.
4. Storage, even temporarily, of flammable materials, dangerous chemicals, explosives or any kind of weapon in a locker is strictly prohibited.
5. Long-term storage of perishable items and storage, even temporarily, of illegal or controlled substances including narcotic drugs or alcohol in lockers is also strictly prohibited.
6. It is not permitted to affix anything to the interior or exterior of a locker. Costs for removing anything affixed will be borne by the student that the locker is assigned to.
7. Upon assignment and during use, students are responsible for reporting damage or any need for repairs to locker to the Undergraduate Services Office.
8. All personal items must be stored completely within a locker. Any items left outside of a locker, whether secured or not, will be removed and disposed of.