


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE - 35</b>
<b>Subject:</b>	<b>Lockers</b>	<b>Effective Date:</b>	<b>July 1986</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

Directors or Departmental Chairman may assign lockers for the safe-keeping of clothing and personal items during working hours.

**Purpose**

To ensure proper allocation of locker space for personal use.

**Procedure**

Locks must be approved by the institution through the Office of Key Control. Locks on lockers that have not been assigned by the appropriate Director or locks other than issue will be removed. Due to shift work and the limited number of lockers, lockers may have to be shared. All employees are to be reminded that lockers are the property of the University and shall be subject to inspection by supervisory and/or Campus Police personnel upon probable cause to believe that UT property or contraband may be in such lockers.