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Use of Student Lockers

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	08 June 2007	Conversion of locker regulations document to ITB policy format	AA&SAM
02	09 May 2008	Change in policy to allow for the use of lockers without rental by students	AA&SAM

1. Purpose

The purpose of this document is to set out Institute procedure in relation to the use of student lockers.

2. Scope

It applies to all students and to all student services staff.

3. Definitions

Locker refers to any unit which can be used by students for personal belongings, located on corridors in Blocks A, E, F and in workshops in Block D on the ITB campus.

4. Policy

- Lockers remain the property of ITB at all times.
- Lockers are available to use by students who wish to keep some of their belongings on campus. Lockers are to be used for items of apparel and course materials only, and may not be used to store food or beverages. No dangerous or illegal items are allowed in lockers.
- Any registered student may select any unused locker and place his/her own lock on it for the duration of one academic year or apprentice term.
- Each student who opts to use a locker is responsible for the upkeep of the locker.
- ITB accepts no responsibility for loss or damage to property stored in the lockers.
- Any damage to lockers must be reported immediately to the Estates Office.
- ITB authorities will open lockers for inspection at any time on the reasonable request of a competent authority such as the Fire Service, Gardaí Síochána etc. or at the request of a member of the Management Team of the Institute.
- All lockers are emptied after the end of each academic year or apprentice term. Any contents remaining in lockers at that time will be retained for a period of **one month only**, after which time they will be disposed of.
- Lockers are used on the basis that all applicable regulations have been read, understood and accepted in full. ITB reserves the right to amend this policy at any time.

5. Procedure

The procedure for the use of a locker is as follows:

Lockers located in Blocks A, E and F

- Lockers can be selected for use on a first-come-first-served basis by any student holding a valid ITB student I.D. card (one locker per student). There is no charge for the use of the locker.
- Each student must provide their own lock for their chosen locker. Locks may be on sale in the Institute shop.
- Where keys have been mislaid, it is the student's responsibility to have the lock removed. If the student wishes a member of ITB staff to remove the lock for them, there will be a charge of €25.
- Any locks remaining on lockers at the end of the academic year or the apprentice phase will be removed by ITB staff. Any contents remaining in lockers at that time will be retained for a period of **one month only**, after which time they will be disposed of.

Lockers located in Block D

- Lockers are allocated, in the relevant workshop, according to the apprentice number on the official sign-in sheet.
- There is no charge for the use of the locker for the duration of the apprentice term.
- It is the responsibility of the apprentice student to use a lock on the allocated locker at all times. Locks may be on sale in the Institute shop.

6. Records

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