


Pennsylvania State University Department of Food Science Revised by: Kelly Klaiber Reason Revised: First Edition	PENNSTATE 		Title: Locker Use Policy	
	Date: 09/18/2013		Rev. No. 1	
	Status: Final		Page 1 of 1	

1. Purpose

- a. To detail the guidelines regarding the use of personal lockers by those who attend laboratory classes or short courses in the Food Science Building.

2. Scope

- a. This policy applies to all students, faculty, staff, and visitors to the PSU Department of Food Science Wet Pilot Plant (Rm 134), Dry Pilot Plant (Rm 135), Chemistry Teaching Laboratory (Rm 132), and Microbiology Teaching Laboratory (Rm 249).

3. Policy

- a. Personal use lockers are made available for daily use as a courtesy to those who attend laboratory classes or short courses at the Food Science Building.
 - i. These lockers are not to be used to store items which can cause, or can reasonably be foreseen to cause an interference with an educational function or those what are forbidden by state law or institutional policy.
 - ii. Personal Use Lockers are the property of the Food Science Department. As such, the department retains the right to inspect the lockers and its contents to ensure that the locker is being used in accordance with its intended purpose.
 - iii. Personal Use Lockers are available for use **only** during participation in laboratory or short courses.
 1. All personal items shall be stored completely within a locker.
 - a. This includes cell phones, laptops, book bags, coats, etc.
 - b. Items may not be stored on the hallway floors.
 2. The use of a lock is optional.
 - a. If desired, each student/participant shall supply his or her own lock however; the Food Science Department assumes no responsibility for loss or damage to items stored in a locker.
 3. Overnight locker use is forbidden.
 - a. Locks left on lockers after the end of the laboratory session or given day of a short course will be cut off and all items will be removed. The contents of the locker will be sent to lost and found.
 - i. The Food Science Department is not liable for any locks or items removed from the lockers.
 4. Lockers shall be kept clean at all times.
 - a. All trash, debris, spills, etc. must be cleaned up/disposed of after use.