

LOCKERS

1. About 320 lockers are available for medical undergraduates. The other lockers in the building are allocated to post graduate students, Chemistry students and Biology students.
2. **Policy:**
 - a. Lockers are available to students for a maximum period of one academic year.
 - b. Allocation of lockers is on a first come - first served basis. An email will be sent to all students at the same time on the first Monday of term inviting them to collect a key from Henry Rae, Senior Teaching Technician, Multi Purpose Lab.
3. **Keys:**
 - a. Only one key is to be issued for each locker. A deposit of £10 will be taken on issue of each key, this will be returned when the key is handed in at the end of the academic year.
 - b. Students will sign for their locker key and in so doing agree to the terms outlined here.
 - c. Students who lose keys should report to Multi Purpose Lab Technician. The deposit will be forfeit and used to purchase a new key, this process may take a few days. A new deposit will be required before the new key is issued.
 - d. To facilitate the swift allocation of keys students will not normally be able to choose which locker they get with the exception of students who require a low-level locker.
4. **Conditions:**
 - a. Students must not store food or soiled lab coats in lockers.
 - b. Students use the lockers at their own risk; neither the school nor the University guarantee the security of the lockers.
 - c. All lockers are to be emptied and the keys returned before 5pm on the last exam day of the academic year. There will be an announcement for when keys can be returned. After this point the lockers will be opened by the school staff with the master key, the contents disposed of and the deposit forfeit. This is required to ensure that the lockers are cleaned over the summer and to ensure that all students have an equal chance of obtaining a locker at the start of every academic year.
5. **Announcements.** The following is to be sent to all students:

All Medical Undergraduate students are eligible to request the use of a locker. The lockers will be available from Monday of Orientation week. Students should note that they will only be allocated a key on payment of a £10 deposit. Students should read and agree the [terms and conditions](#).

All students with a locker must return the key by date of the last OSCE in May. After that date the deposit will be forfeit, the locker emptied and the contents disposed of. It is important that all lockers are emptied for the summer so that they can be cleaned. Students who have lost their key should report to the office as soon as possible.