Policy Title
HSEB Locker Usage

Identifier
USCSOMG – FCMN– 2.03

Prepared by: Facilities and IT Departments	
Reviewed by: Executive Director for Finance and Operations	**Review Date:** 07/15/2025
Approved by: USCSOMG Policy Committee	**Approval Date:** 07/21/2025
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LCME Standards
5.11- Study/Relaxation/Storage Space/Call Rooms

Scope
University of South Carolina (USC) School of Medicine Greenville (SOMG) faculty, staff, and students

Policy Statement
This policy outlines the guidelines for the use, access, and management of personal and shared lockers in the Health Sciences Education Building (HSEB), including allocation limits, access procedures, cleanliness standards, and administrative oversight.

Reason for Policy
The purpose of this policy is to ensure fair, secure, and efficient use of lockers in the HSEB building by individuals and groups. It establishes clear guidelines to promote accountability and maintain a safe, clean storage environment.

Definitions
N/A

Procedures

1. **Standard Access Method**
   o HSEB Lockers are accessed using the Appspace app on an authorized device.
2. **Administrative Access and Oversight**
   o SOMG reserves the right to unlock HSEB lockers and suspend locker privileges at any time, with or without prior notice, if deemed necessary.
3. **Locker Access Transparency**
   o If a locker is opened by staff or administrators, an email will be sent to the assigned user(s) explaining the reason and time of entry.
4. **Locker Entry Procedure**
   o When a locker is manually opened, two authorized staff/faculty members must be present.

5. **Locker Allocation Limits**
   o Each individual is permitted a maximum of two lockers.
6. **Group or Department Access**
   o For lockers requiring access by multiple individuals (e.g., groups or departments), a HelpDesk ticket must be submitted for setup and authorization.
7. **Locker Usage Monitoring**
   o If an individual reserves more than two lockers for longer than one week, a notification is triggered for administrative review.
8. **Food and Beverage Restrictions**
   o No open liquids or items that may spoil are allowed in lockers.
9. **Bi-Annual Clean-Out Period**
   o All lockers are subject to mandatory clean-out in early December and June each year.
   o Lockers assigned to seniors must be emptied by the Senior Awards Banquet (April).
10. **Inactive Locker Notification Process**
    o If a reserved locker remains unopened for one month:
      • A reminder email is sent to the assigned user.
      • If there is no response or action, the locker will be manually opened following the proper procedure.

Sanctions
N/A

Contacts
Executive Director for Finance and Operations
Associate Dean for Student Affairs

Related Information
N/A

History

Date of Change	Change
June 2025	Policy created