

# USING LOCKERS AT CHEMONICS-WASHINGTON

## Instructions for Accessing Lockers

At this time all lockers are available for staff use. Staff may leave items in their locker overnight if they will be in the office again in the same week.

1. Find a locker you would like to use. Press on the key icon to activate locker.	
2. After pressing the key icon, a blinking signal icon will appear at the bottom	

3. Once you see the signal icon, quickly tap the sticker found on the back of your ID badge. The locker is now programmed to your ID badge.



4. To unlock, repeat the steps above and turn the silver knob to open.

5. When you have emptied the locker and finished using it, unlock the locker and leave it empty/ clean for the next person to use.

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## **Locker Policy: Workspace Lockers**

All staff members will have access to a workspace locker to store personal and work-related items while in the office. These lockers must remain clean, and should be locked while in use. Chemonics is not responsible for items lost while a locker is left unlocked.

Examples of items that can be stored in a locker include:

1. Personal technology (turned off) such as mobile phones/devices and chargers
2. Work laptops and accessories
3. Personal items such as office supplies, and clean and dry clothing
4. Water bottles and clean food utensils

Any items that are not allowed at the workplace per Chemonics' policy manual, including flammable items, as well as food that could attract pests, are not allowed in lockers.

Chemonics retains ownership of the lockers and reserves the right to inspect them at any time. For more information, please see the full Chemonics-Washington locker policy, linked [here](#).

## **Locker Policy: Fitness Center Lockers**

Lockers will be provided on a first come, first serve basis. Staff must provide their own locks and must remove both their locks and personal belongings daily.

There are some lockers designated for weekly use that are also provided on a first come, first serve basis. These lockers must be emptied each Friday to avoid odors. Locks and personal items remaining after 7:00 pm on Friday evenings will be placed in the lost and found and may be subject to permanent removal.

Chemonics' landlord, Brookfield Properties, ultimately owns this policy and these lockers. More information will be posted in the fitness center and detailed in the [fitness center waiver](#).