

CHILDREN'S HOSPITAL AND REGIONAL MEDICAL CENTER
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute
POLICY NUMBER: RIA 631
REPLACES: N/A
EFFECTIVE DATE: September 1, 2007
REVISION DATE: N/A

POLICY TITLE: Research Institute, Building 1 Locker Room Policy

POLICY: All lockers made available to staff at Building 1 are the property of Seattle Children's Hospital Research Institute. These lockers are made available for temporary storage of personal items during work hours. Priority will be given to employees utilizing an alternative commute mode to work. An employee's use of any locker does not diminish the Institute's ownership or control of the locker. The Institute retains the right to inspect any locker and its contents to ensure that the locker is being used in accordance with its intended purpose.

PROCEDURE:

- 3.1 Building 1 has lockers in the following areas:
 - 3.1a Locker rooms on the 11th floor outside the Exercise Room
 - 3.1b Locker room on the 7th floor near the stairs
 - 3.1c Locker room on the 9th floor near the stairs
 - 3.1d Semi-public locker rooms on the 2nd floor parking garage
- 3.2 All personal items must be stored in the lockers. Items left out in the room will be removed and discarded by Building 1 personnel or janitorial staff.
- 3.3 Lockers are for day time use only. Items left overnight, regardless of whether locker is secured with a lock or not, will be removed and discarded; contents subject to inspection. Damage to the individually-owned lock or loss due to disposed items will not be compensated. Any exceptions must be approved in advance by Research Operations and will be limited to individuals participating in alternative, non-vehicle commute modes.
- 3.4 Locks are not provided, and staff are expected to provide their own if desired. Lockers are used at the individuals' risk; the Institute shall not be liable for theft or damage of personal locks, or any items secured in lockers.

- 3.5 No illegal substances, weapons or alcoholic beverages of any kind will be stored in lockers.
- 3.6 All lockers in the building are the property of the Institute. Although the Institute respects the privacy of locker occupants, it retains the right to inspect any locker and its contents at any time to enforce policies or compliance with state or federal law.
- 3.7 Any violation of this policy can result in disciplinary action, and loss of locker privileges.

Submitting Office: Research Institute

Approved by:



Erik M. Lausund

**Vice President,
Research Operations & Logistics**

September 1, 2007