

NIH Policy Manual

1412 - Use of Locker Rooms

Issuing Office: OD/OM/ORS **Phone:** [\(301\) 496-5078](tel:3014965078)

Issuing Office Website: <https://ors.od.nih.gov/pes/dats/Pages/index.aspx>

Approving Official(s): DDM

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Transmittal Notice

- 1. Explanation of Material Transmitted:** This Manual Chapter provides National Institutes of Health's (NIH) policy governing the use of lockers in NIH owned and leased facilities located in Montgomery County, Maryland.
- 2. Filing Instructions:**

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Insert: NIH Manual Chapter 1412, dated 08/24/2023.

PLEASE NOTE: For information on:

- Content of this Manual Chapter, contact the [Issuing Office](#).
- NIH Manual System, contact the Division of Compliance Management, OMA; Telephone Number: 301-496-4606.

A. Purpose

This Manual Chapter provides guidance for the use of lockers in National Institutes of Health (NIH) owned and leased facilities in Montgomery County, Maryland and is a supplement to [NIH Policy Manual 1141- Bicycles, Bicycle Racks and Locker Facilities](#).

This policy provides guidance to building managers and staff regarding who may use lockers and provides specifics as to locker usage to maintain security on NIH facilities.

B. Scope

This policy applies to all Office of Research Facilities Development and Operations (ORFDO) and Office of Research Services (ORS) staff who have a role in managing lockers and their use. Further this policy applies to all NIH staff using designated lockers that are not dedicated to a specific group (i.e., lockers for fitness center use, maintenance and housekeeping staff, individual laboratories, and/or cafeteria workers).

C. Background

This is the initial NIH policy regulating locker use; however, some off-campus leaseholders have set locker use guidelines (i.e., 6001 Executive Boulevard designates locker usage for “time-of-use” only).

Over 700 lockers are located in approximately a dozen on- and off-campus facilities; please access [locker locations](#) for more information. **Note:** This locker list is guide only and may not incorporate every locker available to NIH staff.

Certain lockers have been designated for the sole use of “group members,” including laboratory, cafeteria, maintenance, animal care, housekeeping staff and certain fitness center members.

Within the above context, this policy is intended to:

- provide all NIH staff access to non-dedicated lockers;
- offer, contingent upon availability, priority reserved locker availability to approved bicycle commuters^[1];
- provide guidance for the proper maintenance of lockers by users; and
- address potential security concerns arising from unmanaged locker usage.

¹ Bicycle commuters register their bikes with the NIH Police and receive a bicycle decal. This policy supports NIH’s efforts to reduce Greenhouse Gases (GHG) and to meet the recommendations of [Executive Order 13834 \(Efficient Federal Operations\)](#) (E.O. 13834). Promoting bicycling will help to reduce GHG by NIH commuters as outlined in E.O. 13834 and provide reduced traffic congestion and healthier lifestyles for employees.

D. Policy

It is the policy of the NIH to provide its employees, contractors, fellows, tenants, and interns who commute by bicycle priority to reserve non-dedicated lockers, for day-to-day usage, for a one-year term, with an option to renew their request. In advance of locker usage, locker reservations for bicycle commuters must be requested, and approved, by the Employee Transportation Services Office, Division of Amenities and Transportation Services (DATS). If demand for lockers should rise, locker assignments will be given to bike riders who commute the most days annually. Locker users must provide personal locks for their assigned locker.

E. Responsibilities

1. **Locker users** are responsible for complying with the procedures detailed in this policy.
2. **DATS** is responsible for:
 - a. managing locker inventory through the Locker Management Database;
 - b. resolving issues arising from unauthorized use of lockers;
 - c. notifying locker users of exceeding expiration dates; and
 - d. advising expired locker users to remove personal locks.
3. **Division of Police (DP)** is responsible for:
 - a. receipt of items removed from lockers to be either taken to the Lost and Found or disposal;
 - b. witness removal of locks; and
 - c. maintain current listing of registered bicycle commuters.
4. **ORFDO** is responsible for:
 - a. updating existing locker inventory, both on- and off- campus; and
 - b. providing an adequate number of lockers for ORFDO staff, in accordance with work, and/or job requirements.

F. Procedures

1. **Who may use non-dedicated lockers:**
 - a. NIH employees, contractors, fellows, tenants, and interns may use non-dedicated locker space; and
 - b. Bicycle commuters who are registered with the DP and have been assigned a decal by the DP, have priority to reserve non-dedicated locker space.
 - c. **NOTE:** *NIH visitors and patients are not eligible to use non-dedicated locker space.*
2. **Guidance for use of lockers:**
 - a. Unless already reserved, lockers are available on a first come, first serve basis, and are labelled “Day Use Locker”;
 - b. Users must provide a personal lock to secure a Day Use Locker;
 - c. Users must remove all locker contents at the end of the day;
 - d. Users must ensure lockers are clean and odor free at all times;
 - e. Food may not be stored in any lockers;
 - f. Locker contents are the sole responsibility of the user;
 - g. Users will not store any items of value in lockers;
 - h. Permanent alterations to lockers are not permitted; and

- i. Firearms, weapons, illicit drugs, drug paraphernalia, flammable materials, dangerous chemicals, and explosives are not permitted in lockers in accordance with [Manual Chapter 1301 Conduct of Persons and Traffic Violations at the NIH](#).
- j. NIH is not responsible for theft or damage to personal property left in lockers.

3. Reservation of lockers

- a. Some lockers may be reserved by individual users. Reservations of space will not exceed one year and may be renewed. Reserved lockers will be tracked and labelled by [DATS Amenities Programs Branch \(APB\)](#).
- b. Eligible users may request to reserve a locker using the [Locker Management System](#)
- c. Applicants may review the availability of lockers by accessing this [link](#) to identify their preferred locker location.
- d. DATS/APB will be responsible for reviewing requests for reserved lockers and assigning lockers.
- e. Locker reservations may be renewed or cancelled in the [Locker Management System](#). The renewal application will be processed as described in sections 3b. and 3c. of the database.

4. Priority for locker reservations:

- a. Bicycle commuters who have registered their bicycles with the DP and have been assigned a decal.
- b. All other eligible users will have access to reserved lockers on a first come first serve basis.
- c. Requestor priority will be reviewed when first applying by DATS/APB and, if a locker is already assigned, during the annual renewal period.

5. Violations:

- a. If a Day Use Locker is locked/occupied in excess of 24 hours by the same user, other locker users may notify [DATS/APB](#) and that locker will be tagged, indicating the user has two days to remove their lock and contents from the tagged locker.
- b. If a tagged Day Use Locker remains locked/occupied past the two day period, the locker will be opened and the contents delivered to the Lost and Found, (301) 496-5685; Building 31/B3B17, in accordance with this policy (See also [NIH Manual Chapter 1420 – Lost and Found](#)).
- c. Locker contents removed in the manner described in 5a. and 5b. will be stored for thirty (30) calendar days with the Lost and Found, Division of Police, Building 31, Room B3B17. Removed locker contents may be retrieved by contacting the DP, (301) 496-5685 before the end of the thirty (30) day period. At the conclusion of the thirty (30) day period, all contents will be disposed of, in accordance with this policy.
- d. If a reserved locker is occupied past the period of reservation, other users may notify [DATS/APB](#). DATS/APB will contact the registered locker user, notifying

them to either renew their locker reservation or remove their possessions from the locker. If the registered locker user does not take the appropriate action within five calendar days, [DATS/APB](#) will initiate the actions detailed in 5 a., b., and c, above.

- e. In the event the locker contents create a fire hazard, or other serious risk to safety of the storage area or to the building, the DP will take action necessary to eliminate such hazard, or risk, including termination of the locker usage.
- f. If the cleanliness of lockers is not maintained (*i.e.*, causing an objectionable odor), other locker users should report the issue to [DATS/APB](#), and action will be taken to address the issue. A tag will be placed on the locker to notify the user of such action.

6. Date of Implementation:

- a. This locker policy will take effect after it is communicated to applicable clients and advertised in non-dedicated locker rooms for a period of one month.

G. References

1. [41 CFR Part 102-36 Disposition of Excess Personal Property](#), and [41 CFR Part 102-41 Disposition of Seized, Forfeited, Voluntarily Abandoned, and Unclaimed Personal Property](#)
2. [Executive Order 13834 \(Efficient Federal Operations\)](#)
3. [NIH Manual Chapter 1130 “Delegations of Authority,” DOA Number 08, Control of Violations of Law at Certain NIH Facilities](#)
4. [NIH Manual Chapter 1411 – Bicycles, Bicycle Racks and Locker Facilities](#)
5. [NIH Manual Chapter 1420 – Lost and Found](#)
6. [NIH Manual Chapter 1743 – Keeping and Destroying Records](#)

APPENDIX 1: Definitions:

Day Use Locker is a locker available for single day use, that is not restricted from use.

Eligible User is a NIH employee, contractor, fellow, tenant, and intern.

Non-Dedicated Locker is a locker not being used by a designated group, such as maintenance, animal care, housekeeping, and laboratory staff and fitness center members.

Priority Users, in this case, are registered bicycle commuters, who have registered their bikes with the DP and have been assigned a decal documenting registration.