

## Lockers & Personal Storage

### 1 Day-Use Lockers Need a Clear Policy

Day-use lockers only work if users understand the rules — clear by end of day, no overnight storage. Post the policy clearly on the locker bank. Without enforcement, day-use lockers fill with permanent occupants and the whole system breaks down.

### 2 RFID Locks Integrate With Building Systems

If your building uses RFID access cards, choose locker locks that use the same card technology. Employees use one badge for everything — no separate locker key or code to remember. This is the premium option that dramatically improves user experience.

### 3 Size Lockers to Your Largest Common Item

Size locker depth and height based on the largest item employees commonly need to store — usually a laptop bag or backpack. A locker that won't fit a standard backpack will be complained about immediately. Measure a representative bag before specifying.

### 4 More Tiers = More Users Per Wall

Multi-tier lockers (4-6 high) fit more users per linear foot of wall space than single-tier. For hot-desking environments with high user-to-desk ratios, multi-tier is the practical solution. Just make sure the compartment size still fits what users need to store.

### 5 Plan the Anchor System Early

Don't wait until delivery day to figure out locker anchoring. Identify wall stud locations, floor conditions, and any electrical or plumbing in the walls before installation day. Proper anchoring is a safety requirement, not optional.

### 6 Include Locker Numbers and Signage

Number every locker door and create a simple assignment system. Unnumbered lockers in large banks create confusion. Even for day-use lockers, numbered doors make it easy to report maintenance issues and manage assignments.

### 7 Ventilation Matters for Gym Lockers

Athletic and gym lockers must have ventilated doors (louvered panels) to prevent odor and moisture buildup. Office day-use lockers don't need ventilation. Specify the right door style for the environment.

### 8 Custom Color Pays Off in Visible Spaces

A locker bank in a visible lobby, cafeteria, or collaborative area is worth customizing in brand colors. It looks intentional and designed rather than institutional. The color upgrade cost is usually modest compared to the overall installation.

### 9 Order 10% More Than You Think You Need

Locker programs almost always expand. Adding lockers later to an existing bank is possible but often means a lead-time wait and possible finish variation. Order enough for current needs plus anticipated growth.

### 10 Combination Locks Are Employee-Friendly

Key locks mean key management headaches. Combination locks let employees set their own code and don't require key inventory. For traditional all-day lockers, built-in combination locks are the most practical solution that doesn't require IT integration.