

Staff Locker Usage Guidelines –

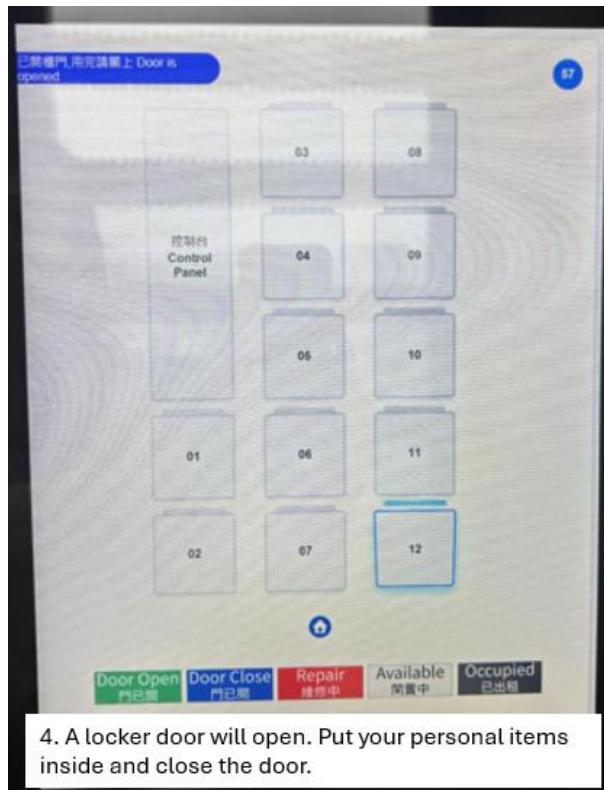
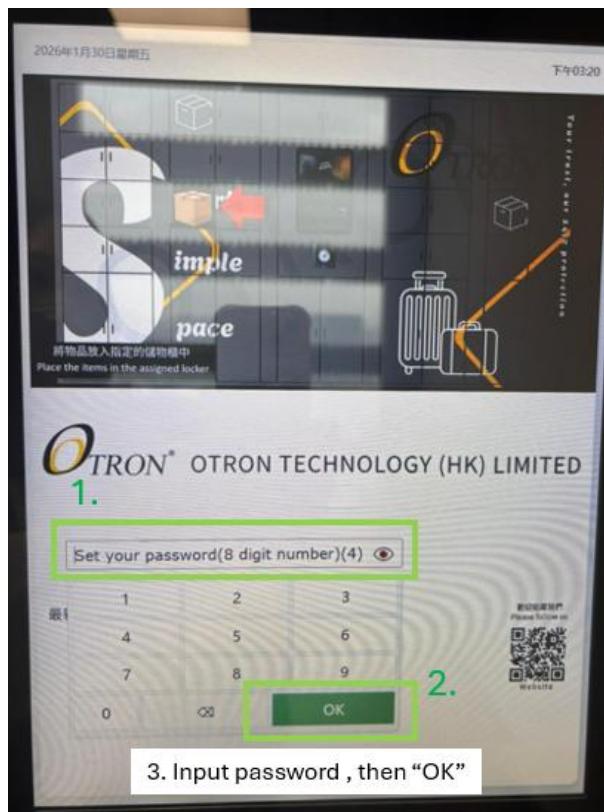
West Kowloon Study Centre (Museum Drive)

- **Short-term Use:** Lockers are available for temporary storage by staff during the same workday. (Mondays to Fridays between 8:30 a.m. and 9:30 p.m. & Saturdays between 8:30 a.m. and 5:30 p.m.)
- **Access:** Each staff member sets their own 8-digit password code to unlock and lock the locker.
- **Usage:** Use your personal password to secure your locker before leaving. (Simple or consecutive numbers are not recommended.)
- **End of Day:** Ensure all belongings are removed and the locker is securely locked before leaving.
- **Prohibited Items:** Items such as illegal substances, weapons, or perishable goods are not allowed in the lockers.
- **Security:** Keep your password confidential to protect your belongings.
- **Responsibility:** The Centre is not responsible for loss or damage to personal items stored in lockers. Users are responsible for complying with these guidelines.
- **Inspection:** The Centre reserves the right to inspect lockers if there are suspicions of illegal use or activity.
- **Uncollected Items:**
 - Items left in lockers after the end of opening hours will be removed and handled as Lost and Found.
 - Items can only be returned with sufficient proof of ownership.
 - Unclaimed items after 90 calendar days will be deemed surrendered and disposed of accordingly.
- **Assistance:** For any questions or help, please contact staff at 2190 8618.

Usage Instructions:

A. To Store:





B. To Pick up:



