

## Staff Locker Usage Guidelines –

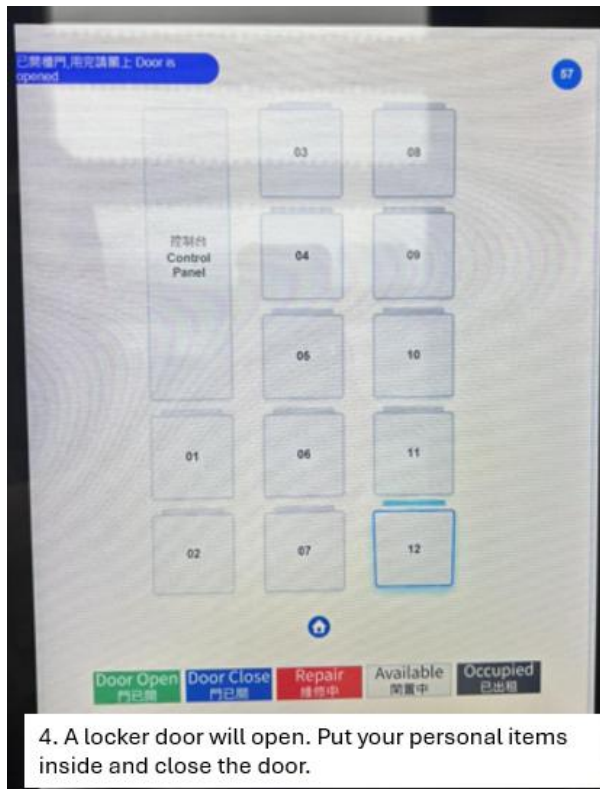
### *West Kowloon Study Centre (Museum Drive)*

- 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 one-time 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:



