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<b>Category:</b>	Building
<b>Revised:</b>	
<b>Approved by COO:</b>	9.15.2010

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**Subject: Showers and Lockers**

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**Purpose:** To ensure that all lockers and showers are used appropriately.

**Policy:** **LOCKERS**  
Lockers are available for daily use by employee's and tenants. Please do not leave valuables unprotected. University Physicians, Inc. is not responsible for stolen articles. Due to the limited number of lockers, we cannot allow locks to be left on overnight. When this occurs, the locks may be removed and any personal articles in the locker may be placed in the lost and found. UPI will not accept responsibility for articles left behind. UPI personnel are not allowed to accept responsibility for personal articles.

**SHOWERS**

- The shower facilities are open to building employees 24 hours a day, 7 days a week.
- Please be courteous and clean-up after using the facilities.
- Toiletry items should not be left in the shower stalls or on counter tops.
- Please limit the time in shower during peak hours of use.
- Notify the Management Office immediately if any fixtures are not working properly.
- Do not use any stalls that are marked "Out of Order."
- The shower facilities are for the use of the building employees only. Guests are not permitted to use the facilities.

**Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

**Governance:** Property Manager is responsible for adoption and/or implementation of this policy.