



Division of Operations

UAF Patty Ice Arena

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Procedures for Locker Room Key Issue and User's Locker Room Cleaning Responsibility

The purpose of this procedure is to ensure that each user group has a clean and sanitary locker room, provide security for the user group's possessions, ensure proper locker room inspection and prompt returning of the locker room keys.

When issuing a locker room key the user must provide their printed Name, Team/Organization, and provide collateral (driver's license, car keys, etc.) if possible. The Building Supervisor must record the "Locker Room Name", "Date", "Time In", "Time Out" and "Inspected By". The Building Supervisor must inspect each locker room, with the user, prior to initialing off the "Inspected By" portion of the form. This procedure must be followed for each locker room use.

The Building Supervisor must ensure the locker room is clean and sanitary prior to issuing a key to the user group. The Building Supervisor must ensure each locker room has a clean shower mat, trash receptacles are available in the locker room and bathroom, all trash is properly placed in the trash receptacle, the toilet and the urinal work properly and are free of debris, and there is no damage or vandalism to the locker room. The key holder should immediately notify the Building Supervisor with any locker room concerns prior to using the locker room.

Prior to returning the locker room key, the "User(s) Responsibility" is to pick up any trash in the locker room and bathroom and place it in the trash receptacle, ensure there is no debris in the toilet and the urinal (bottle caps, shampoo bottles, paper towels), excessive water on the bathroom floor, and there is no damage or vandalism to the locker room. Upon key return, the Building Supervisor must inspect the locker room, with the key holder present, prior to signing off "Inspected By" on the key issue sheet. If the locker room does not meet the "User(s) Responsibility" for cleanliness, vandalism, debris in the bathroom fixtures, excessive water etc., the Building Supervisor can give the key holder the option of cleaning the locker room properly or pay a \$50 cleaning fee. If there is vandalism to the locker room the key holder must be notified immediately in writing. A Locker Room Inspection form will be available to the Building Supervisor for documenting damage. If the user chooses to pay the \$50 cleaning fee the Building Supervisor must ensure the locker room will be cleaned prior to the next usage.

If the key is not returned and the locker room does not meet the "User Responsibility" agreement the user will be charged the \$50 cleaning fee and the key replacement cost.