 KOÇ ÜNİVERSİTESİ	KOÇ UNIVERSITY STUDENT LOCKERS MANAGEMENT PROCEDURE P20-IM-004	Tarih : 09.12.2016 Güncelleme No : 0 Güncelleme Tarihi : - Sorumlu Birim : IM Sayfa : 2
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1. PURPOSE

The objective of this instruction is to determine rules related to enhancing Koç University (Briefly “University”) student lockers management, operation and service quality.

2. SCOPE

This procedure comprises all the student lockers in the University.

3. REFERENCES

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4. RESPONSIBILITIES

- 4.1. Implementation of this procedure is on General Secretary responsibility.
- 4.2. Preparation and updating of this procedure is on Facilities Management responsibility.

5. DEFINITIOS

5.1. Student Lockers


The cabinet allocated for personal use of the Koç University students until they graduate.

6. BASIC PRINCIPLES

- 6.1. Facilities Management assures that student lockers are clean and in good condition before they are allocated to students who request a locker.
- 6.2. Facilities Management states that the content of the lockers during the time it is allocated to a student is the legal and punitive responsibility of the student.

7. METHOD

- 7.1. Koç University students, who would like to use the student lockers, should pay the 100 TL deposit fee to the bank (YapıKredi Bankası, Garanti Bankası, İş Bankası, Akbank, TEB) using their Turkish ID numbers as identification.
- 7.2. The locker request is delivered to Facilities Management with bank receipt and Koç University Student ID card.
- 7.3. Upon request, a locker in a location proper for the faculty and department is determined by lockers Facilities Management considering present locker usage.
- 7.4. Facilities Management checks if the determined locker is clean and complete.
- 7.5. Student signs “Student Lockers Submission Form” in (Appendix 1) and he or she receives the keys of locker to be registered on him or her.
- 7.6. Through occupancy, student accepts, declares and commits that any kind of legal and criminal responsibility required by the all material inside of the locker belong to him or her. The student accepts, declare and commit that he or she will compensate the loss of University and third parties that is caused by material in the locker, in case of that University compensate such loss, he or she will compensate and withdraw it in the way of returning.
- 7.7. In case of that locker’s locking is broken or losing all key copies, Facilities Management mounts a new

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lock cylinder to the related locker and 25 TL will be reduced from the student's deposit fee. In case of that, through the occupancy student's deposit fee is set to zero, the student has to put 100 TL deposit fee to the account again. Otherwise, no locker shall be assigned to the student.

- 7.8.** The student may use the locker assigned to him or her until graduation.
- 7.9.** Locker user who is graduated or broke off with university delivers the keys to Facilities Management after he or she empties the locker.
- 7.10.** Facilities Management checks if the locker is clean and complete and the remaining balance deposit fee shall be returned by the University in 30 days to bank account of the user whom occupancy is over.
- 7.11.** In case of that locker user who is graduated or broke off with university doesn't deliver keys to the related Facilities Management in 15 days, the lock will be broken and locker will be emptied. The lock price will be reduced from the student's deposit fee.
- 7.12.** The material in the locker which has not been delivered on time and which has been emptied is annihilated. The locker owner may not put in claim for the material which has been emptied from the locker and which has been annihilated and he or she may not regard university as responsible.
- 7.13.** The student accepts, declares and commits that he or she will be acting in accordance with this Procedure by using student locker virtually.

8. ANNEXES AND RECORDS

Annex 1: Student Lockers Submission Form

9. REVIEW

Reviewing and updating this procedure is on Facilities Management's responsibility. The review is made in April every year.

10. AMENDMENT / DISTRIBUTION / APPROVAL SCHEDULE

Amended Page	Date	Amendment	Amendment Made By
	09.12.2016	New Publication	Facilities Management

Distribution (Relevant Departments)
All students, Academic and Administrative Staff

Conformity Approval (General Secretary) :	Enforcement Approval (President) :