



<b>Guideline Name:</b>	Student Lockers and Mailboxes
<b>Application/Scope:</b>	Med 1 to Med 4 UGME Students
<b>Approved (Date):</b>	July 2024
<b>Review Date:</b>	July 2029
<b>Revised (Date):</b>	July 2024
<b>Approved By:</b>	Associate Dean of UGME

1. **PURPOSE**

The UGME program, in cooperation with Bannatyne Campus, provides every medical student with a safe and secure place to keep their belongings. Med 3 and Med 4 students will also be given a personal mailbox to receive important notices from the Max Rady College of Medicine. Med 1 and Med 2 will be able to request for a mailbox.

2. **DEFINITIONS**

2.1 UGME – Undergraduate Medical Education

3. **POLICY STATEMENTS**

Year 1 Medical Students (Med 1)

3.1 Each Med 1 student will receive a lock and locker key on registration day.

Year 3 Medical Students (Med 3)

3.2 Each Med 3 student will receive a mailbox key before the completion of their Med 2 year.

General:

3.3 Student lockers and mailboxes are provided for the duration of your undergraduate medical education program.

3.4 Each student must use a Max Rady College of Medicine lock for their locker.

3.5 A replacement charge of \$20 will be levied in the event of a lost key.

3.6 A charge of \$50 will be levied for a lost lock. In the instance where a lock is lost, the UGME program will provide a temporary lock for the duration.

3.7 A student wishing to exchange a locker and/or mailbox must liaise with the UGME administration for approval and record keeping.

3.8 Each student is required to return their lock, locker key and mailbox key before convocation.

3.9 The University of Manitoba accepts no responsibility for the loss of personal property contained within assigned lockers or mailboxes.

- 3.10 All lockers are the property of the University of Manitoba and thus are subject to search by the University, or law enforcement officials at the invitation of the University, if there are reasonable grounds to believe the locker may contain evidence relevant to:
- A potential violation of a law or regulation of Canada or Manitoba
  - A potential violation of a University or Faculty policy, by-law or rule
  - A potential violation of professional ethical standards
  - A concern for the health or safety of the student or others
- 3.11 Every effort will be made to have the student present when a locker is searched unless there is an urgent concern for the safety of the student or others.
- 3.12 UGME administrative staff(s) retain all responsibility for the maintenance, management, and issuance of keys at the beginning and end of the academic year.
- 3.13 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter.

#### 4. PROCEDURES

##### Responsibilities of the Student:

- 4.1 In the event of a lost key, Bannatyne Campus Security Guards are available to provide 24/7 support to UGME students who experience challenges in accessing their lockers here on the Bannatyne Campus. A Master Key for all lockers has been provided to Campus Security Guards such that they may provide immediate access. In the event that a student requires access to their assigned locker, they are to contact the Bannatyne Campus Security Office located within S105 or at Security Services Bannatyne Campus (204) 789-3330.
- 4.2 In the event that a spare locker or mailbox key is required, students should contact the receptionist located within the 260 Brodie Office such that a spare key may be issued, and appropriate cost recovery may be initiated. Students are responsible for any costs related to mailbox and lock key replacement as outlined above.
- 4.3 In the event of a lost lock, should contact the receptionist located within the 260 Brodie Office such that a spare lock may be issued, and appropriate cost recovery may be initiated. Students are responsible for any costs related to lock replacement as outlined above.
- 4.4 Students are expected to report lost locks and keys to Security Services.

##### Responsibilities - UGME:

- 4.5 In August of each academic year, assign locker and mailbox spaces to the Med 1 to Med 4 students. Record the locker number, locker lock number and mailbox number for each student on the master spreadsheet and in relevant fields within the Curriculum Management System as required.
- 4.6 Issue spare locks to students who have lost their lock.
- 4.7 Collect locker locks, mailbox keys and locker keys from Med 4 students prior to Convocation.
- 4.8 Issue locker locks, mailbox keys and locker keys to Med 1 to Med 4 students.
- 4.9 Update locker and mailbox listings and the Curriculum Management System as required and distribute to Security Services and 260 Brodie reception personnel.

Responsibilities of Security Services personnel:

- 4.10 Patrol Officers, upon receiving a request for access to UGME student lockers, and before gaining access, will verify the identity of the student and locker assignment based on a master access list provided by the UGME office on an annual basis.

5. **GUIDELINE CONTACT**

Senior Administrator, UGME  
Security Services, Bannatyne Campus