



**STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION**

Statewide Locker Room Policy
Effective: November 2019

<p>Purpose</p>	<p>The purpose of this policy is to provide guidance to State employees for use of the building’s locker rooms. The State of Wisconsin retains ownership, possession and control over all lockers.</p>
<p>General Information</p>	<p>Employee Rules and Responsibilities</p> <p>Lockers are for employees only.</p> <p>Entry may require the use of an employee identification/security badge. Access to the locker room is granted by filling out the Locker Room Access and Assignment Agreement form located on the DOA Internet (www.doa.gov). This badge should only be used by the owner of the badge. Improper use of a badge may result in discipline and termination of locker room privileges.</p> <p>Employees using the locker rooms who want to secure their personal items in a locker need to supply their own locks. DOA is not responsible for lost or stolen items left in the locker rooms.</p> <p>Users must act in accordance with departmental policies and procedures, including this policy.</p> <p>Each employee is asked to share in maintaining a neat, clean environment in the locker rooms (examples: Hanging towels after use, properly disposing of paper towel and removing personal items from common areas of the locker room.)</p> <p>Locker Room Contact</p> <p>For problems with the locker room facilities, please contact the Facilities Management Call Center at 608-266-1485.</p>
<p>Locker Use and Assignment</p>	<p>Day Lockers</p> <p>A portion of lockers in each locker room are designated as day use lockers only. These lockers are used on a first-come first-serve basis. Belongings and locks will be removed from these lockers if they are not removed by the user by 6:00 pm each day. Locker contents removed from lockers will be held by Building Management for 30 days. If not claimed in that time period, items will be disposed of.</p> <p>Please utilize day lockers for infrequent locker room use. Please leave assigned lockers to those using the locker room 3 or more times a week.</p>

	<p>Assigned Lockers</p> <p>A limited number of overnight lockers are available for employee use.</p> <p>In order to be assigned a locker, the employee must fill out the Locker Room Access and Assignment Agreement form located on the DOA Internet (www.doa.gov). This form must be renewed on an annual basis. The renewal process will be completed via email annually requesting confirmation if the user still wishes to continue use of their locker. If the user no longer wishes to use the locker or does not respond within 30 working days, the locker will be reassigned to the next user on the waiting list. If you choose to relinquish use of the locker any time prior to the renewal period, please notify FMICAccessRequests@wisconsin.gov so the locker may be re-assigned.</p> <p>To prevent and/or reduce the loss of state and/or personal property, employees should secure the locker with a key or combination lock.</p>
<p>Cleaning</p>	<p>Locker rooms are cleaned nightly and deep cleaned on an annual basis. Scheduling and posting of annual cleaning will be completed by Building Management to provide notice to locker room users to remove items from lockers for this cleaning. Any locks left on lockers on the scheduled cleaning date will be removed by Building Management. Locker contents will be available in the Building Management office for 30 days. If not claimed in that time period, items will be disposed of.</p>
<p>Unauthorized Materials / Property in Locker Rooms</p>	<p>Posting signs or distributing flyers is prohibited in the locker rooms without prior permission from DOA building management.</p> <p>Personal items, with the exception of towels, may not be stored in the locker room outside of the lockers.</p> <p>Lockers may not be used to store any item that is illegal.</p> <p>No food or drink may be consumed or stored in the locker room at any time.</p>
<p>Privacy</p>	<p>In accordance with Wisconsin Law, 2007 Wisconsin Act 118: Filming and photography is prohibited in locker rooms. No persons are permitted in locker rooms other than building tenants and authorized agents. Cell phones or other recording devices are not to be used in locker rooms.</p>
<p>Enforcement</p>	<p>Failure to follow the rules for use of the locker room may result in discipline and termination of an employee's access and privileges of use.</p>