

## LOCKER LOCATIONS AND INSTRUCTIONS

If your locker designation begins with the letter “A”, it is located . . .

- In the North Building
- A1 – A529 – 1<sup>st</sup> Floor
- A1001 – A1489 – 2<sup>nd</sup> Floor
- A01234 – If a locker has an “0” preceding the number – IGNORE THE “0”

If your locker designation begins with the letter “B”, it is located . . .

- It is located past Room S145 (Business Hallway)
- It is located in the South Building 1<sup>st</sup> Floor, (Business Hallway), (B2077 – B2158; S145-01-24; S148-07)

If your locker designation begins with a “C”, zero and three numbers . . .

- In the Center Building 2<sup>nd</sup> Floor (C0175 – C0250)

### LOCK OPERATION INSTRUCTIONS FOR THE ABOVE

1. To Open – Spin dial to the RIGHT.
2. Stop at the first number of the combination.
3. Turn LEFT one full turn passing the first number to stop at the second number.
4. Turn RIGHT and stop at the third number.
5. Pull up on the handle; door will open freely.
6. Close door, SPIN THE DIAL.

If your locker designation does not begin with a letter . . .

- It is located near the Fitness Center (105A -, 105B -, 105C -)

If your locker designation begins with a “C” and has more than three numbers . . .

- It is located by the classroom or area it is near. For example, C208-1 is located near classroom C208

If your locker designation begins with an “S” or “E” and has three or more numbers . . .

- It is located by the classroom or area it is near. For example, S242-5 is located by Room S242.

### LOCK OPERATION INSTRUCTIONS FOR THE ABOVE

1. To Open – Turn RIGHT three times.
2. Stop at the first number of the combination.
3. Turn LEFT one full turn passing the first number to stop at the second number.
4. Turn RIGHT to third number. Continue turning UNTIL DIAL STOPS.

5. Locker door will open and close freely. To RELOCK, close door and turn dial to LEFT one full turn.

If your locker designation is in one of the following areas, you have a new locker. These areas include:

- N201-01 through 11 (across from N201)
- N202-01 through 11 (across from N202)
- A530 – A561 (1<sup>st</sup> Floor across from Tennis Courts)
- A486 – A529 (Just past Tennis Courts in the North Building)
- S145-1 through S145-24 (Business Hallway)
- S148-1 through S148-7 (Business Hallway)
- S153-1 through S153-21 (Outside S153)
- S154-1 through S154-21 (Outside S154)
- S184-1 through S184-13 (Outside Cashier's Office)
- S184-27 through S184-34 (Outside Nurse's Office)
- S258-1 through S258-32 (Outside S258)
- E108-1 through E108-8 (Across from Deans' Office)
- S168-1 through S168-10 (Outside Deans' Office)
- C205-1 through C205-28 (At top of stairs to Media Center)

### **LOCK OPERATION INSTRUCTIONS**

1. To open – Turn dial RIGHT three times.
2. Stop at the first number of the combination.
3. Turn LEFT one full turn passing the first number to stop at the second number.
4. Turn RIGHT to third number, pause, then continue turning UNTIL DIAL STOPS. DO NOT LET GO OF THE DIAL.
5. Using your other hand, open the door.
6. To RELOCK, just close the door.