

## Cycle Lockers

### A User's Guide

1. You will find a registration form on the intranet or in the reception area, you must complete this form and take it to a receptionist with your payment. A receipt will be attached to the form and it will be returned to you.
2. You must contact either by phone or e-mail the centre administrator for Chaffron Way & Kiln Farm Rachel Broomfield or centre administrator for Bletchley & APB Jo Meers to arrange a convenient time to meet.
3. You must present the form with proof of payment to the centre administrator, before a locker number can be allocated to you.
4. The centre administrator will arrange for the on duty premises supervisor to meet with you to open the locker.
5. You must supply your own padlock and pass over a duplicate key to this padlock to the premises supervisor for future safety and maintenance issues.
6. If you lose or forget the key to your padlock you **should not** contact the premises supervisor to unlock or lock the locker as this will be refused.
7. If the key is genuinely lost then you must inform the centre administrator who will contact the premises supervisor to unlock your padlock using the duplicate key supplied by you. You must have a replacement padlock with you and pass a copy of the new key to the premises supervisor.
8. If you lose the key during the day and require the locker to be unlocked for the retrieval of a bike for your homeward journey then they must inform the centre administrator who will contact the premises supervisor to unlock your padlock using the duplicate key supplied by you (both key and padlock will be passed back to you).
9. The locker will then be re-locked with the MKC padlock for security reasons. When you have a replacement padlock or key you must contact the centre administrator who will arrange for the premises supervisor to unlock the locker. If you have a new padlock then you must pass a copy of the new key to the premises supervisor.

10. All wear & tear and damage must be reported to the centre administration as and when discovered by you.
11. If you wish to continue to hire the locker past the end of the college year then you must inform the centre administrator before the summer break.
12. If you wish to terminate the hire of the locker, you must inform the centre administrator before the summer break.
13. On the day that you wish to vacate the locker you must contact the centre administrator so that they can they can (a) arrange for a premises supervisor to inspect the locker and (b) contact the Finance department to arrange for a cashier to raise from petty cash the deposit amount.
14. If the premises supervisor has found no malicious damage they will return the spare key to you and lock up the cabinet using the original padlock. **Please note** from this time on you will not be able to use the locker.
15. The premises supervisor will report that all is satisfactory to the centre administrator who will raise a petty cash docket for the deposit amount. The centre administrator will notify the cashier at reception that you will be calling in to claim your deposit back.
16. You must collect the docket from the centre administrator.
17. You must then take the docket to the cashier at the reception, where you will be asked to sign for your deposit before receiving it in cash. **Please note** the cashier is only available during the mornings.
18. If there is a problem with the state of the locker then this will be reported to the centre administrator for them to consult with a relevant manager.
19. A manager will carry out an investigation as to who might be held responsible for the damage found and will decide accordingly.
20. If this decision is appealed against then a Director or above will sit and look at the findings from all concerned to make a final decision.