

Lockers & Personal Storage

- 1** RFID/badge locks are the right default for any hoteling environment
Employees already carry building access badges. Integrating locker access with the badge eliminates key management, speeds onboarding, and enables audit trail tracking. For any hoteling deployment over 20 lockers, RFID is the standard recommendation.
- 2** Position locker banks at building entry points, not in back hallways
Lockers that require a detour from the front door to the workspace create friction. Place locker banks along the natural morning arrival path — near the entrance, coat area, or team neighborhood entry. The goal is drop-bag → proceed-to-station in under 60 seconds.
- 3** Size day-use lockers at 12"W × 18"D × 24"H minimum for most office environments
The minimum 18"H locker barely fits a laptop bag. At 24"H, employees can store a bag, jacket, lunch, and personal items without cramming. The small increase in locker height significantly improves daily usability and reduces complaints.
- 4** In hybrid offices, plan locker count at 0.5–0.6 per employee — not 1:1
If only 40–60% of employees are in the office on any given day, a 1:1 locker ratio wastes space and budget. A 0.5–0.6 ratio covers peak attendance with a margin. Track actual attendance data for 2–4 weeks before finalizing the count.
- 5** Wall-anchor all freestanding locker banks above 48" tall
Tall locker banks are top-heavy when loaded. A bank of fully loaded 72" lockers can tip forward if multiple doors are opened simultaneously or if weight distribution is uneven. Wall anchoring is a code requirement in many jurisdictions and a safety necessity everywhere.
- 6** Laminate-finish lockers look like built-in cabinetry, not gym lockers
The most common objection to office lockers is the institutional look. Laminate and melamine locker finishes match office furniture and cabinetry. Specify a finish that coordinates with the surrounding workspace for a seamless integrated appearance.
- 7** Include USB or AC charging outlets inside lockers for device storage
Employees often store phones, tablets, or headphones in lockers during the day. A small charging outlet inside the locker keeps devices topped off while stored. This is a small cost add-on that significantly improves the employee experience in a hot-desk environment.
- 8** Ensure ADA-accessible lockers are within the 15"–48" reach range
ADA forward reach limits require that accessible lockers have their opening and hardware no higher than 48" and no lower than 15" above the floor. Plan a percentage of lockers at accessible heights and equip them with lever or push-to-open hardware.
- 9** Electronic locks with manager override codes eliminate lockout emergencies
With key locks, a lost key requires a locksmith or cylinder replacement. Electronic keypad or RFID locks allow a facility manager to override with a master code or card, resolving lockouts in seconds. This alone justifies the incremental cost for any deployment over 10 units.
- 10** Combination wardrobe/locker units maximize storage in the smallest footprint
A split-compartment locker with a tall garment section and a smaller personal-items section consolidates coat storage and personal storage into one unit. This eliminates the need for separate coat racks and saves floor space in tight open-plan layouts.