

Lockers & Personal Storage

These are the 10 most commonly asked questions about lockers & personal storage for commercial office environments, with straightforward answers to help you make a confident, well-informed purchase decision.

Top 10 Questions — Lockers & Personal Storage

1

What size lockers do I need for a hot-desking or hybrid office?

For a hot-desking environment, the most common locker is 12" wide × 18" deep × 24" tall — it accommodates a laptop bag, jacket, and personal items, which is the standard daily carry for most hybrid employees. Tall lockers at 15" × 18" × 60–72" are required for coat-length outerwear storage in colder climates. Split two-compartment lockers (one half for garments, one half for smaller items) in a 12–15" × 18" × 60–72" overall size offer the most versatility for hybrid workers who bring both outerwear and a full bag. Plan at minimum one locker per employee in a fully hot-desking environment; in hybrid environments where 40–60% of employees are in the office on any given day, a ratio of 0.5–0.6 lockers per assigned employee is workable.

2

What lock type is best for shared or hot-desking lockers?

For hot-desking environments where locker assignments change daily, RFID/proximity card integration is the strongly preferred lock type — employees use their existing building access badge with no separate key management required. Electronic keypad (PIN) locks are the next-best option for day-use scenarios: codes can be changed easily, a manager override code provides administrative access, and no key inventory is needed. Combination locks eliminate key management entirely and are appropriate for shared lockers where assignments change regularly. Key locks (cam locks) are best for assigned lockers where the same employee uses the same locker every day — they are simple, low-cost, and reliable, but require active key management and physical re-keying when assignments change.

3 How many lockers do I need for my office?

In a fully hot-desking environment, one locker per employee is the minimum. In a hybrid environment where a percentage of employees work remotely, the locker count can be reduced below headcount. A typical ratio for a 40% in-office attendance model is 0.5–0.6 lockers per total employee headcount. For example, a 100-person company with 40% average daily attendance needs approximately 50–60 lockers to avoid queuing at peak arrival times. Always add a buffer of 10–15% above the calculated minimum to accommodate attendance spikes, new hires, and employees with atypical storage needs. Lockers should be grouped by team or neighborhood to support the organizational structure of the flexible workplace.

4 Where should locker banks be placed in the office?

Lockers should be positioned to align with the natural arrival and departure workflow. Near main entrances, coat areas, or team neighborhood entry points is ideal — the arrival sequence should be: enter → drop bag at locker → collect laptop → proceed to workstation. Avoid placing lockers in dead-end corridors — they need circulation on at least one side for natural flow. Group lockers by team or neighborhood to reinforce organizational territory in an otherwise unassigned workplace. Freestanding locker banks can serve as space dividers between zones. Tall freestanding lockers (60–72 inches) must be anchored to the wall to prevent tipping — this is a building code requirement in most commercial jurisdictions.

5 What material is best for office lockers?

Laminate or melamine-finished lockers provide a warm, finished aesthetic that coordinates with commercial office furniture and suits corporate lobby, reception-adjacent, and open-plan environments. They are less impact-resistant than steel but significantly more office-appropriate in appearance. Powder-coated steel lockers are the most durable and provide highest security — appropriate for industrial environments, healthcare, and high-security settings where impact resistance and theft deterrence outweigh aesthetic concerns. Phenolic or HDPE lockers are waterproof and chemical-resistant — used in wet environments, fitness centers, and outdoor-adjacent areas. For most corporate office environments, laminate lockers are the right choice for aesthetic integration.

6 What ADA requirements apply to office locker installations?

ADA accessibility requirements for locker installations require: a forward reach limit no higher than 48 inches above the floor for accessible storage compartments; a low reach limit no lower than 15 inches above the floor; and a 30" × 48" clear floor space in front of each accessible locker for a forward or parallel approach. Operable parts (lock mechanisms) must be operable with one hand without tight grasping, pinching, or twisting of the wrist — electronic keypad and RFID locks satisfy this requirement more easily than combination dials or keyed locks. Accessible lockers should be positioned in locker banks where the clear floor space can be provided, typically at the end of a row rather than in a cramped interior position.

7**Can lockers be used as room dividers or space separators?**

Yes — freestanding locker banks are frequently specified as space dividers in open-plan offices, separating team neighborhoods, marking transition zones between functional areas, or creating semi-enclosed alcoves. Full-height freestanding locker banks (60–72 inches) provide visual separation equivalent to a low partition wall and can be configured in straight runs, L-shapes, or staggered arrangements. When used as dividers, anchor the tops to the ceiling or to an adjacent wall structure — tall freestanding lockers used as dividers experience lateral forces from passing traffic and must be secured. Units used in this configuration should also have a finished back panel on both sides.

8**What is the difference between day-use and assigned lockers?**

Assigned lockers are permanently allocated to specific employees — the same person uses the same locker every day. These work well for traditional offices where employees have consistent daily attendance but limited under-desk storage (common in benching environments). The lock type is typically a key lock or combination set once for the assigned user. Day-use lockers (also called hotel lockers) are claimed fresh each day by whoever arrives — no permanent assignment. These are the correct type for hot-desking and hybrid environments. Day-use lockers require electronic keypad or RFID locks that reset easily between users. RFID locks integrated with building access control are the most seamless day-use solution — no separate lock management required.

9**How should I plan locker capacity for a team of 100 employees?**

For a 100-person team, locker planning depends on work model. Fully in-office (100% attendance): plan 100 lockers minimum plus a 10–15% buffer for overflow — 110–115 total. Full hot-desking (assigned desks eliminated, hybrid attendance ~40%): 50–60 lockers plus buffer — 55–70 total. Mixed model (some assigned desks, some hoteling): only the hoteling fraction needs lockers, plus the same buffer. Allocate locker banks by team or department cluster to simplify the arrival workflow. Include at least one tall locker (60–72 inches) per 10–15 employees for coat storage in climates with seasonal outerwear. Review the ratio annually as work patterns change.

10**What is a cubby or open-shelf locker and when should I use it?**

Cubby or open-shelf lockers are low-security open compartments (typically 12–18" wide × 15–18" deep × 12–18" tall per cubby) without doors or locks. They are appropriate for low-security breakroom or team resource storage — shared supplies, personal mugs, lightweight personal items in environments where security is not a concern. They are not appropriate as personal storage in hot-desking environments where employees need to secure laptops, wallets, and other valuables. Cubby systems are often used as supplemental storage for items that do not need security — team supplies, shared equipment, or transitional items. They are stackable, modular, and can accept accessory bins or optional doors if a later upgrade to secured storage is needed.

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