

Lockers & Personal Storage

These are the 5 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 5 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.

Have more questions? Our office furniture specialists are ready to help.

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