UTDesign Locker Guide

UTDesign has 12 lockers that will be used to handing over parts and small equipment to designated Capstone projects.

The ‘UTDesign Parts Pick-Up Lockers’ are located at the loading dock on the back of the SPN building (east side), and locked with a padlock.

The person that will be picking up the parts for their project must contact the UTDesign office, utdesign@utdallas.edu, for locker assignment, and to get padlock code and instructions for that locker.

**Locker Assignments**

General locker assignments:
- Lockers 1–8 are reserved for 2nd semester ECE projects for the 2020 summer semester, and each project will have a dedicated locker for the entire semester.
- Lockers 9–12 will be assigned to other projects as needed.

**Locker Usage**

Shipments will be processed and placed in the lockers on Tuesdays and Fridays. The UTDesign Office will send out email notifications to projects that have parts and/or equipment waiting to be picked up. Please pick up your parts/equipment as soon as you can.

Follow CDC recommendations for social distancing - stay at a safe distance from other people and wear personal protection equipment. Only one person should be on the platform at any time, wait your turn if someone is already securing their parts.

You will receive instructions for opening the padlock when you are assigned a locker. The combination code is unique for each locker. Do not share this code with anybody outside your team.

After you have picked up your parts/equipment, you must:
- Relock the locker. Spin the dial on the padlock several times and leave it on a random number.
- Verify that all the ordered parts/equipment are in the shipment from the vendor.
- Send an email to the UTDesign Office and let them know which shipment you have picked up, and if there are any errors with the shipment.