The Guide to Locker Management

Although we have made considerable headway in ensuring efficient access to our premises via various access control systems and management software, locker management - that is, the efficient use of physical storage - is still a topic that several establishments would find themselves in need of re-visiting.

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⟫ Why is it so?
Many workplace and public-use establishments make use of locking systems that are easily impregnable - you would by now be used to seeing the traditional padlock or combination locks still being used in public spaces.

Not only are these methods easy to breach, the culprits of any such breach are hard to trace- especially if those lockers aren't assigned to a specific person and are being used freely by multiple users.

Furthermore, as the number of lockers in an organisation increases, the amount of total administrative effort involved also rises significantly.

Locker owners change. Whether in public spaces like gyms, spas and recreation centres, or in workplaces where the flow of employees joining, moving within or leaving the firm can cause significant fluctuations, the amount of organisational and supervisory effort required from admin and facilities department is high. Add into this key management and the replacement for key theft/loss, and the need for an efficient management system becomes quite evident, if not dire.

Automation comes as a blessing to those struggling with this issue. Automation and online management of lockers via smart locks can not only greatly simplify existing processes, it can add new processes or combinations of processes that were not achievable before.

⟫ Meeting Multiple Use-Cases
The type of locking and locker system required would naturally depend on the specific needs of an organisation. Let's go over a few locking mechanisms currently in place -

1) Static/Fixed Lockers: These are lockers that have been assigned to one specific user, typically allocated to that user by a manager (manual allocation). The only way a static locker is made available again is if the allocation is removed by the administrator.
2) Dynamic Lockers: These lockers can be freely chosen and are automatically assigned to a user for one time use. No intervention in required in giving/revoking access.
3) Hot Locker: These lockers are not only dynamic, but a time restriction is also typically related to locker-use (For eg, a user can only hold a locker for a specific time period, or that all lockers unlock at a specific time)
4) Group Lockers: Multiple users make use of a single locker (allocation can be manual or automatic)
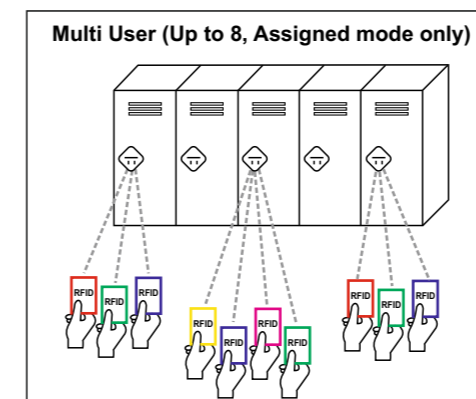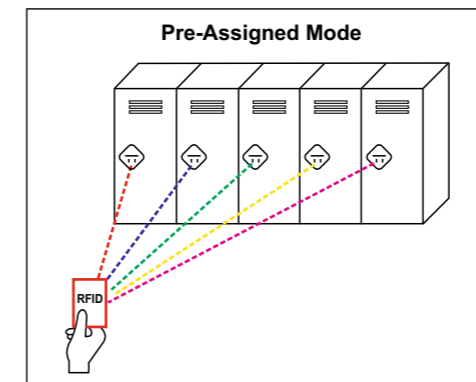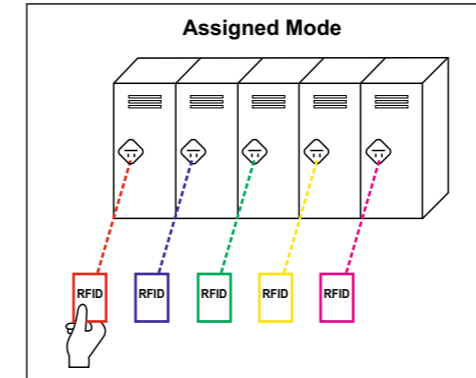
Professional organisations following a more traditional approach of fixed zones/workplaces tend to make use of Static lockers whereas public spaces necessitate the use of dynamic mechanisms since their audience is constantly changing. Hot lockers prevent the long term storage of any contraband/ weapon or other illegal

or sensitive information. Group Lockers can be relevant when the locker size is significant or when the same materials need to be accessed by multiple people in a team.

That being said, these applications shouldn't be put into neat little boxes. Many workplaces also value the allocative efficiency and reduced efforts of using dynamic systems, while public spaces may require a certain number of lockers to be fixed for staff use.

The beauty of our modern locking systems is that any good product would typically allow you to use any or all of the above locking mechanisms in whichever manner, even simultaneously, if required.

Assigned Mode

Pre-Assigned Mode

Multi User (Up to 8, Assigned mode only)

The number of dynamic or fixed lockers, for instance, could then be dependent on the percentage of Employees vs Visitors in your building.

⟫ Reducing Administrative Effort and Time
Having an online system naturally implies more information and greater control, with less effort for the Admin department.

Records of the locker status (available, in use, low battery etc), user rights and card number are maintained at all times. Allocation of lockers or release of this allocation; remotely opening lockers or viewing reports regarding locker usage are all possible with the system.

The ability to remotely give mass entry to all lockers becomes important in times of cleanings, inspections or searches - and requires much less effort than the traditional approach.

⟫ Security
Having your lockers be constantly online provides a strong layer of security. Any thefts are easy to identify as the last user can usually be traced. Furthermore, tampering alarms on the locks also exist to highlight any threat to the required authorities.

Suspicious activities or behaviours in usage of the locker can be further investigated based on usage logs. The access of a user card to any (or all) lockers can be permanently blocked by admin in an emergency or if the card has been misplaced or lost.

⟫ Conclusion
Choosing a locker management system is a decision with significant time, effort and efficiency consequences for all the stakeholders involved. Allowing for a comprehensive online system is therefore highly recommended.

Passtech locks is a brand carefully selected for distribution by Acetech Technologies that offers all the above mentioned features (and more) in their locker management solutions.

Any locker management system is to be evaluated against three pillars - (1) Its ability to provide a robust security solution (2) Its ability to automate processes and reduce effort (3) Its flexibility or ability to meet varying use cases.

- • Electronic Locker Locks can be unlocked using PIN, RFID or Mobile phone
- • Easy management of Access rights for Administrator
- • Wireless locks for easy installation
- • Offline locks for small installation
- • Online locks for large number of lockers
- • Audit trail of locker usage with date & time