

Employee Smart Locker Buying Guide

Plan secure personal storage for flexible and hybrid workplaces

Designed for

Corporate offices, coworking spaces, business parks and organizations with hybrid seating.

ERGO Hong Kong

Practical guidance for secure, scalable and user-friendly smart locker procurement.

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How to Use This Guide

Employee lockers must balance convenience, privacy, administration and space utilization. The best design depends on whether lockers are permanently assigned, dynamically booked or issued for a limited period.

Quick Procurement Checklist

1	Estimate peak users rather than total headcount.
2	Choose fixed, dynamic or reservation-based allocation.
3	Define item sizes: bags, helmets, laptops, coats or personal effects.
4	Select employee authentication compatible with existing ID cards.
5	Plan forgotten-item, lost-card, cleaning and override procedures.

1. Choose an Allocation Model

Fixed assignment	Permanent staff and dedicated storage	Lower utilization
Dynamic assignment	Hybrid offices and hot-desking	Requires software and clear release rules
Day-use locker	Visitors and flexible workers	Automatic expiry is important
Department pool	Shared teams or shifts	Department administrator may be needed

2. Workplace Features

- RFID staff card or PIN access.
- Optional mobile or QR access.
- Occupancy status and usage reporting.
- Automatic release after defined period.
- Accessible compartments and clear numbering.
- Power or USB charging only where genuinely required.

3. Capacity Planning

Do not automatically provide one locker per employee in a hybrid office. Use attendance patterns and peak occupancy to calculate the required number.

Relevant ERGO Hong Kong Pages

Use these pages to compare platforms, applications and customization options.

Smart Locker Systems Overview of secure intelligent locker platforms.	View online
Smart Locker Collection Browse RFID, PIN, biometric and app-access locker options.	View online
Custom Smart Lockers Custom sizes, compartment layouts and workflows.	View online
Smart Locker Infrastructure Software, network and management platform considerations.	View online
Smart Office Lockers Automated workplace storage configurations.	View online
Digital Office Locker Example office smart locker product.	View online

Need help choosing a configuration?

Share your use case, number of users, device or item dimensions, workflow, access method, location and integration requirements. Our Hong Kong solutions team can recommend a suitable configuration.

[Contact ERGO Hong Kong](#)

Important Note

This guide supports preliminary selection only. Final suitability depends on exact dimensions, user workflow, site conditions, network policy, safety requirements and integration scope. Confirm specifications and availability before ordering.