Locker Request Form

Name (print): Josefina _____ Maldonado
First | Middle Initial | Last

Supervisor's Name: Miguel Q. **Date:** 5·6·16

Locker Room Guidelines:
You are urged not to bring valuables to work. SuperMom's & CMG (Corporate Management Group) assume no liability for personal items, and lockers should not be considered a secured area. Employees are not permitted to bring their own lock for use in the locker rooms (personal locks will be cut off). Supermoms/CMG will provide one combination lock for any new employee using a locker. If your lock has to be cut off for any reason you will be charged a nominal $5.00 replacement fee. Lockers are considered to be company property and SuperMom's reserves the right to perform locker inspections on a regular basis. *CMG employee's-If your assignment ends, you must return your lock to CMG or a $5.00 fee (the cost of the lock) will be deducted from your last paycheck.

1. **No Food or Beverages may be taken into the locker rooms!!**
2. Company supplied uniform shirts/smocks, personal protective equipment, and cleaning utensils/supplies must not be stored in lockers.
3. You must use the locker you have been assigned. **Do not switch lockers without approval.**
4. The locker you are assigned must have a name tag clearly visible. (If your name tag is lost, see your supervisor immediately for a replacement.)
5. Smocks must not be taken into the locker rooms.
6. Locks are company property and will not be removed from the premises.
7. Personal locks are **NOT** permitted. Any personal locks found on lockers will be cut off.
8. Lockers must be kept clean.

I have read and understand the locker room guidelines listed above.

Signature Josefina Maldonado Date 05-06-16

OFFICE USE ONLY

Assigned Locker # 31 Lock # 45

M ○ F ☒ Combination # 19-21-39

Assigned by (Initials): KR Date 5/6/16