

Locker Request Form

Name (print): Kendra Hudges
First Middle Initial Last

Supervisor's Name: Miguel Date: 6-30-16

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 Jane Hudges Date 6/30/16

OFFICE USE ONLY

Assigned Locker # 20-2A Lock # 4711081D 10
MO FO Combination # 21-39-25 17-19-37
Assigned by (Initials): KR Date 6/30/16