

Locker Request Form

Name (print): Mark A Hitz
First Middle Initial Last

Supervisor's Name: Miguel Q Date: 10/25/15

Locker Room Guidelines:

You are urged not to bring valuables to work. SuperMom's assumes 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 room. Instead, the company provides a keyed (or combination) lock with one key for any employee using a locker. If you lose your key, you will pay a nominal fee, currently \$5.00, to replace the key and/or lock. Lockers are considered to be company property and SuperMom's reserves the right to perform locker inspections on a regular basis.

1. **No Food** Bakery **to be taken into the locker rooms!!**
2. Company equipment Mens /smocks, personal protective supplies may 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 may 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 Mark A. Hitz Date 10.23.2015

OFFICE USE ONLY			
Assigned Locker #	<u>115</u>	Assigned CMG Temporary Locker #	<u>115</u>
<input checked="" type="checkbox"/> Lock #	<u>53</u>	KEY/COMBO #	<u>20-22-33</u> DATE <u>12/2/15</u>
Assigned by (Initials):	<u>KR</u>		