

Locker Request Form

Name (print): Raynisha Harris
First Middle Initial Last

Supervisor's Name: Miguel Q Date: 10-31-15

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 or Beverages may be taken into the locker rooms!!**
2. Company supplied uniform shirts/smocks, personal protective equipment, and cleaning utensils/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 Raynisha Harris Date 10-30-15

OFFICE USE ONLY			
Assigned Locker # _____	Assigned CMG Temporary Locker # <u>100</u>		
<input type="radio"/> MO <input checked="" type="radio"/> FO Lock # <u>25</u>	KEY/COMBO # <u>09-11-29</u>	DATE <u>12/4</u>	
Assigned by (Initials): <u>KR</u>			