

# Locker Request Form

Name (print): Crystal  Rodriguez  
First Middle Initial Last

Supervisor's Name: CWTR Date: 1/25/16

**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 Crystal Rodriguez Date 1/25/16

<b>OFFICE USE ONLY</b>	
Assigned Locker # <u>71</u>	Lock # <u>38</u>
<input type="radio"/> MO <input checked="" type="radio"/> FO	Combination # <u>28-34-05</u>
Assigned by (Initials): <u>KR</u>	Date <u>1/25/16</u>