Subject: Employee Storage Areas

Effective: 8/7/2012

Update: 

Reference: 

**PURPOSE**

To define the approved use of employee storage spaces – specifically – clothing lockers, food lockers and mail slots.

**PROCEDURE**

1. Use of clothing and food lockers
   a. Lockers are provided to employees to store work-related equipment, uniforms and for the safe keeping of personal items while at work.
   b. Only non-perishable items may be stored in lockers. All food items kept in the food locker must be in a sealed container or bag.

2. Lockers and mail boxes
   a. New employees will be assigned employee storage spaces from available clothing and food lockers and mail slots.
   b. Employees will be assigned keys to their respective clothing and food lockers. Loss of either key is to be reported to the Communications Manager immediately.
   c. When a locker is permanently vacated, lockers may be re-assigned at the discretion of the Communications Manager.
   d. Mailboxes will be kept neat and clean with the ability to have correspondence placed inside without difficulty.