

Subject:	Employee Storage Areas	
Effective:	8/7/2012	Procedure
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.