GUIDELINES:
Issued: Date Issued – August 15, 2016
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PURPOSE:
To establish procedures for the initial issue of keys and uniforms as well as outlying guidelines for business attire.

Protective Services, Custodial Services, Mail and Receiving personnel and Facilities Operations personnel wear assigned uniforms while on duty. Administrative personnel and certain Directors, Assistant Directors, Managers and Supervisors wear business attire.

DEFINITIONS:


Professional Business Attire – Professional dress includes professional pants, dress skirts, dress shirts, business blouses, or dresses and ties as appropriate.

Business Casual Attire - Business casual means dressing a step down from the professional business attire. Business casual style may include a polo shirt with Dockers-style pants.

Shoes and Footwear – Footwear should be appropriate for the work performed and for all staff who work in the field, on projects, or in shops. Closed-toed shoes are required in shop areas for uniformed employees.

Headwear – Any cap or hat that covers the head.

FISC – Facilities Integrated Service Center

PROCESS:
Upon being hired by the Department, personnel will be issued uniforms or required to wear business attire. Uniforms issued are subject to change at the direction of the Director of each division.

WEARING OF THE UNIFORM

Protective Services: Employees will be required to return or reimburse the Department for the initial issue of uniforms and equipment in full, if the employee fails to successfully complete his/her orientation period. After successful completion of the orientation period, the uniforms and nylon gear will become the property of that individual. The Department badges and other issued property, i.e. patches, manuals, notebooks, etc. must be returned upon termination of his/her position with the department.

The individual employee may determine which uniform, winter or summer, is to be worn. There are no specified dates for the switching of uniforms. Officers must be in a complete winter or summer uniform.
No unauthorized pins, buttons, logos, flags, slogans, emblems, patches, necklaces, chains, armbands or other such items may be worn. Leather dress, running/jogging shoes, or boots will be mostly black in color. All footwear is subject to approval by Supervisor or above.

**Facilities Operations:**

**Mail and Receiving Services:** OFMD Mail Services provides 5 work shirts as directed for each operation as well as 5 uniform pants for all School of Medicine and Danforth Mail & Receiving staff. Uniform attire should be worn by all front-line staff during each shift, including weekend assignments. A jacket for staff who make outside deliveries will be provided if desired. Damaged uniforms should be reported to your immediate supervisor to see how the uniform can be repaired or replaced.

- An optional shoe allowance is provided for work boots for staff, who works in the receiving areas or deliver packages on the WUSM campus.

**Custodial Services:** OFMD Custodial Services provide 6 blue shirts and 6 pair of cargo pants to each person hired. These are leased from the Universities uniform company and must be turned in upon departure from the University. If there is a problem (i.e. sizing, wear, buttons missing or tears), the issues will be taken care of by the uniform company. The supervisor has uniform problem forms to fill out. Once the form is complete, the form and damaged uniform will be taken to supply to be turned into the route attendant.

- If it is required that you wear safety shoes, you will be reimbursed up to $100 annually. Otherwise, non-slip, comfortable shoes should be worn.
- Only Washington University baseball hats or stocking caps are to be worn during duty hours. Headwear is available from the supervisor.

All other PPE will be provided by the University.

**Facilities Engineering:** OFMD Engineering is provided with 11 FR shirts and 11 pair of carpenter jeans and 2 winter jackets. These uniforms are rented from the University uniform company. There is also 2 hoodie sweat jackets provided upon hire and replaced as needed. Dirty uniforms should be turned in every week, so that they can be laundered and returned the following week.

All FR brown shirts should be sent in to the laundry company, so that the FR integrity is not compromised. If there is a problem with the uniform, the piece should be taken to the Supply Room. A uniform problem form will be filled out and the uniform can be sent out for repair.

- Headwear is optional, however, only Washington University baseball hats or stocking caps are to be worn during duty hours.
Uniforms, Business Attire and Keys

- Safety shoes are required. A $100 annual allowance is provided for the purchase of safety shoes. Safety eye-wear for those that wear glasses is a necessity.
- Employees, who need safety eyewear, will also be given a $100 annual allowance.

All other PPE will be provided by the University.

Machine Shop:

Machine shop employees will receive 6 uniforms, 6 no FR blue shirts and 6 pair of carpenter jeans 2 winter jackets from Cintas on the lease program. They will also each receive 2 hoodie sweatshirts which will be replaced as needed. These uniforms are laundered by the employee but all repairs and replacement request should be brought to the supply room and a form filled out.

- Safety shoes are required. A $100 annual allowance is provided for the purchase of safety shoes, one pair per year.
- Employees required eyewear and who need safety eyewear, will also be given a $100 annual allowance.
- Headwear is optional, however, only Washington University baseball hats or stocking caps are to be worn during duty hours.

Professional Dress for Non-Uniformed Personnel

Directors, Assistant Directors, Managers Supervisors and Administrative personnel will wear appropriate business attire or department approved attire like polo shirts with or without department logo.

Appropriate foot wear for job duties should be worn. Shoes should be clean and free from tears.

All business attire must meet the standards of the Operations and Facilities Management Department. Determination of appropriateness of clothing will be made by the Division Directors or Associate Vice Chancellor of Operations and Facilities Management Department.

General Provisions for All OFMD Personnel

Personal grooming standards appropriate to a business environment should be maintained at all times.

Facial piercings, visible gauges and “flip flop” shoes are not allowed. Jeans are not allowed for office or business positions. Jeans are allowed for facilities maintenance or authorized uniformed employees who are authorized to wear fire and electric rated jeans.

Keys

Personnel may be issued WUSM keys as well as WUSM ID card as part of their job duties. The keys and card will remain the property of Washington University School of Medicine. Keys may not be copied. Employees may have only one ID card.
Keys and ID cards must be surrendered if requested by a supervisor or above as well as to any recognized campus authority. All keys issued to personnel must be returned upon retiring or leaving the university. Retirees may request a Retiree ID card.

Gasoline cards are also property of the University and used for assigned vehicles and all gas receipts should be turned into the supervisor or office coordinator.

**Capital Projects:** For construction keys and masters, the Project Managers should go to the FISC and sign them out. The keys are locked and housed at the FISC. If a PM accidentally takes a key ring home, it must be reported to his/her supervisor or above and returned, if requested.

**Custodial Services:** All keys, to enter customer spaces for cleaning purposes, are secured in each supervisor’s check-in room. At the beginning of each shift, each custodian will pick up his/her set of keys to conduct his/her tasks. Ten minutes before the end of the shift, each custodian will return the keys to the check-in room. If a custodian accidentally takes a key ring home, it must be reported to his/her supervisor or above and returned, if requested.

**Facilities Engineering:** Facilities Engineering personnel are issued a set of keys as part of their job duties. Keys are to be used only by the person to whom they have been issued to and are not to be loaned to other persons or duplicated. All keys are the property of Washington University School of Medicine and are to be returned upon conclusion of employment with the University.

**Protective Services:** Protective Services Officers are issued a key ring at the beginning of each shift. The key ring number is logged by their Supervisor or Master Response Officer. All key rings must be returned at the end of the shift. If an officer accidentally takes a key ring home, it must be reported to a Supervisor or above and returned if requested.

**Mail Services:** All keys issued to Mail Services staff including those for WU vehicles, office areas and collection boxes should be secured each evening in the respective mail services office (or as instructed) and not shared with non-mail services staff. Also, the dock and door codes are not to be shared with anyone outside the Mail Services service area. All keys and cards are to be given to the supervisor upon leaving the University.