Applies to: All Custodial Employees

GUIDELINES:
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PURPOSE:
To establish guidelines to ensure that the same procedures are followed by everyone who is wearing a rental/leased uniform

PROCEDURES:
The University supplies the custodial team with 6 sets of uniforms, navy blue cargo pants and steel blue smock/oxford work shirts, these are leased through our uniform company Cintas. You are responsible for washing them and looking professional when you arrive for your shifts.

Fitting Day
You will be notified by your supervisor of the location and time of the fittings.

- You will be asked for your pant and shirt size.
- You will be given those sizes to try on.
  - If they don’t fit you will be given others to try on until you are fitted correctly.
- Once you have the correct sizes the uniform representative will write these sizes down next to your name and you will be asked to sign
  - This says that you tried these on and agree with the sizes that are written on the paper
- Please be profession during the fitting.

Uniform Issuance

- Uniforms take approximately 2 weeks to come in your supervisor will be notified when they arrive.
- Please try them on when you receive them so any sizing issues can be fixed as quickly as possible.
Uniform Problem
If your uniform becomes worn, missing buttons or you need a different size.

- Speak to your supervisor
  - Supervisors are given weekly drop off and pick up counts.
- If you need a repair or replacement;
  - Please bring to the south supply room (4570 McKinley) and you will be asked to fill out a form
  - The supply room will make sure the uniform is turned in and is returned, meeting the requirements
- Your supervisor will be notified when the returned/replaced uniform has arrived.

Leaving the University
- On your last day with the University you will be asked to turn in all of your uniforms to your supervisor. This will consist of:
  - 6 issued cargo pants
  - 6 issued shirts

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