

SPRING MAINTENANCE UNIFORM INFORMATION SHEET

HOW TO ORDER:

1. EACH PROPERTY WILL RECEIVE AN EMAIL FROM THE UNIFORM COORDINATOR WITH ORDERING INSTRUCTIONS
2. HIT "REPLY" TO THE EMAIL
3. ENTER EACH EMPLOYEE'S UNIFORM ORDER ON A SEPARATE LINE OF THE TABLE INCLUDED IN THE EMAIL
 - MAKE SURE YOU CHOOSE EITHER PART TIME, OR FULL TIME (SEE BELOW FOR ELIGIBILITY)
 - ORDERS MUST BE RETURNED BY THE DUE DATE LISTED IN THE EMAIL
 - UNIFORM COSTS ARE BILLED TO YOUR PROPERTY THROUGH THE ACCOUNTING DEPARTMENT

SPRING UNIFORM CAP



SPRING UNIFORM SHIRT



AM I ELIGIBLE FOR A UNIFORM PACKAGE?

FULL TIME UNIFORM = 5 T-SHIRTS & 2 CAPS

ELIGIBILITY:

- POSITION IS LISTED BELOW:
 - MAINTENANCE
- WORK 30 HOURS + PER WEEK or WORK 5 DAYS PER WEEK

PART TIME UNIFORM = 3 T-SHIRTS & 1 CAP

ELIGIBILITY:

- POSITION IS LISTED BELOW:
 - MAINTENANCE
- WORK 15 HOURS + PER WEEK or WORK 3 DAYS PER WEEK

IF YOU DO NOT QUALIFY FOR A UNIFORM PACKAGE BASED ON THE ABOVE CRITERIA, PLEASE CONTACT YOUR SUPERVISOR TO OBTAIN APPROVAL.

UNIFORM COORDINATOR:

MIRANDA BAKER

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Things to keep in mind when ordering uniforms:

Uniforms may shrink slightly as they are washed

Employees provided with company uniforms are reminded that when in uniform, working or not, their conduct reflects on the company. For this reason, employees are asked to refrain from wearing uniforms except while on duty.

All uniforms, accessories or name tags issued by our company must be returned upon leaving our company.