

Equipment and Storage Area Policy

An employee is expected to exercise due care in his/her use of company property and to use such property only for authorized purposes. Willful misuse or negligence in the care and use of company property will be considered cause for suspension and/or dismissal. The employee may be held responsible for repairing or replacing any damage to equipment due to willful misuse and/or negligence.

Unauthorized removal of company property from the premises or its conversion to personal use will be considered cause for suspension and/or dismissal.

It is the employee’s responsibility to learn where equipment is stored, and to keep the equipment and storage area neat, clean and organized. Make sure all equipment, materials, and supplies are in the storage area when you report to work and put everything back when you complete your shift. Do not leave any cleaning materials out overnight. No trash is to be left in the storage closet overnight. Employees may be required to transport equipment to secondary location if necessary. Report any faulty equipment to your supervisor and tag the item so no one else uses it.

Employees may be required to transport equipment to a secondary location if necessary. I _____ have been given the following equipment to use during my employment.

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Employees must read and understand the warning labels on all cleaning chemicals that you will be using at [company name] and follow all safety measures on the labels. MSDS (Material Safety Data Sheets) are located in all storage areas. Employees must understand that chemicals are not to be mixed.

I have read and understand the rules regarding the Equipment and Storage Areas.

Employee Signature

Date

Supervisor Signature

Date