



UNIVERSITY OF MARYLAND

COLLEGE PARK CAMPUS
Department of Facilities Management
UNIFORM REQUEST

EMPLOYEE'S NAME:	TIMECARD NUMBER:
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UNIT/SHOP:	DATE SUBMITTED:
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TYPE OF UNIFORM BEING REQUESTED: <input type="checkbox"/> NEW HIRE <input type="checkbox"/> ANNUAL REPLACEMENT <input type="checkbox"/> DAMAGED (WORN/TORN) <input type="checkbox"/> OTHER <i>(if checked please describe below)</i>	<table style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="border-bottom: 1px solid black; text-align: center;"><u>PANTS</u></td> <td colspan="4" style="border-bottom: 1px solid black; text-align: center;"><u>SHIRT</u></td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="text-align: center;">LONG SLEEVE</td> <td colspan="2" style="text-align: center;">T-SHIRT</td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">QTY.</td> <td style="text-align: center; border-bottom: 1px solid black;">SIZE</td> <td style="text-align: center; border-bottom: 1px solid black;">QTY.</td> <td style="text-align: center; border-bottom: 1px solid black;">SIZE</td> <td style="text-align: center; border-bottom: 1px solid black;">QTY.</td> <td style="text-align: center; border-bottom: 1px solid black;">SIZE</td> </tr> <tr> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> <td style="text-align: center; border-top: 1px solid black;">_____</td> </tr> </table>	<u>PANTS</u>		<u>SHIRT</u>						LONG SLEEVE		T-SHIRT		QTY.	SIZE	QTY.	SIZE	QTY.	SIZE	_____	_____	_____	_____	_____	_____
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		LONG SLEEVE		T-SHIRT																					
QTY.	SIZE	QTY.	SIZE	QTY.	SIZE																				
_____	_____	_____	_____	_____	_____																				

DESCRIPTION:

SIGNATURE OF SUPERVISOR/DEPARTMENT HEAD:
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DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

ORDER PLACED IN LMS <i>(date)</i> :	ORDER PLACED BY <i>(signature required)</i> :
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1. ALL EMPLOYEES ISSUED UNIFORMS ARE REQUIRED TO WEAR THEM WHEN PERFORMING THEIR UNIVERSITY DUTIES.
 - a. UNIFORMS ARE EXPECTED TO BE WORN IN A PRESENTABLE AND PROFESSIONAL MANNER ON THE JOB. EMPLOYEES ARE EXPECTED TO CLEAN AND MAINTAIN THEIR UNIFORMS AT THEIR OWN EXPENSE. NO ALTERATIONS MAY BE MADE WITHOUT PRIOR MANAGEMENT APPROVAL.
2. FAILURE TO PROPERLY WEAR ISSUED UNIFORM ITEM(S) IS CONSIDERED A DISCIPLINARY OFFENSE AND MAY SUBJECT THE EMPLOYEE TO ADMINISTRATIVE AND/OR DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.
3. EMPLOYEES SHALL RECEIVE UP TO 3 REPLACEMENT GARMENTS ANNUALLY; PROVIDED REPLACEMENT IS NOT NECESSITATED BY THE GROSS NEGLIGENCE OR MALICIOUS INTENT OF THE EMPLOYEE.
4. EMPLOYEES HAVE 5 WORKING DAYS TO TRY UNIFORMS ON. IF UNSATISFACTORY, THEY MUST NOTIFY THEIR SUPERVISOR SO ITEMS MAY BE RETURNED TO LOGISTICS FOR EXCHANGE. ONCE UNIFORMS HAVE BEEN WASHED OR WORN, THEY MAY NOT BE EXCHANGED.