



Corporate Headquarters

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You, as a GMS Team Member have been issued the following tools, as a minimum (should added tools be assigned that are not on the list, you are responsible for them as well). It is your responsibility, in accordance with the collective bargaining agreement, to be accountable for the tools. Loss or negligent damage to the tool s will result in a charge back against your earnings for ALL costs associated with tool replacement.

On a daily basis, you are to make certain all tools are accounted for and locked up at the end of the work shift. NO EXCUSES. On a monthly basis, you are to inventory the tools issued and submit inventory report back to main office via filed contact (use the attached list as your form).

Loss, theft of, misuse and negligence are not acceptable. Lending of tools to other Team Members is your responsibility, as the tools are assigned to you.

Should you be terminated or leave the employ of GMS voluntarily, you will be provided one hour to produce all tools. If you are unable to produce the tools to your immediate supervisor in satisfactory, your final check will be withheld until all deductions are made to pay for the missing tools.

Please sign this form to acknowledge receipt of the policy and return it to GMS in the self addressed envelope immediately. Note that this is a binding document. A copy of the document will be returned to you for your records.

GMS Team Member	GMS Team Member Signature	Date

Tool Listing

Tool Description	Size	Quantity
2-9/16 Selffeed Wood Boring Bit		4
1-3/8 Selffeed Wood Boring Bit		4
2 Selffeed Wood Boring Bit		4
18V XRP Hamm/Drill/DRV Kit		1
18 Hand Saw F/PVC HSF-180		4
7 IN 1 Bit DURA DRV		4
16 oz F/Glass CRVD Claw Hamm		1
10 ADJ WRCH CP		4
1/8 – 1-1/2 OD PVC Pipe CTR		4
12/3 100 FT LTD EXT Cord		4
12/3 50 FT SJTW EXT Cord RE/WH		4
4 1 T HOLE CTR 64HC		2
1-1/4 HOLE SAW 20L		4
3-3/4 HOLE SAW 60L		4
1/2 SHK HOLE SAW ARBOR 2L		4
9 PC ERGO-FOLD INCH KEY SET		4
6 FT HALOGEN DUAL LIGHTS		4
WARFLEX CTR		2
2900 WATT GEN. DEWALT		2
18V-Ham/Recip/Circular/Light Kit		1
DEWALT – 18V LIGHT		1
DEWALT AIR		1
<u>1/2 Super Hawg Drill Kit</u>		<u>2</u>
<u>Milwaukee</u>		
<u>Right Angle Drill Milwaukee</u>		<u>1</u>
<u>1/2 Dewalt Power Drill</u>		<u>1</u>
<u>Milwaukee Saws All</u>		<u>1</u>
<u>6 Ft Fiber Glass Ladder</u>		<u>6</u>
<u>Electric Skill Saw</u>		<u>1</u>
<u>Large Gang Box</u>		<u>3</u>

GMS Team Member	GMS Team Member Signature	Date