

FACILITIES MANAGEMENT POLICY ON WORKING ATTIRE

Below are the guidelines for Facilities Management staff concerning working attire:

Shirts:

1. ODU issued uniforms shirts will be worn at all times
2. On occasion when uniform shirts are not available, the following guidelines shall apply:
 - a. Shirts shall be solid colors
 - b. No bright colored shirts are permitted
 - c. No words/stencils are permitted on the back of shirts or across the center of the front of shirts
 - d. Small word/stencils (less than 3" square) are permitted on one side of the shirt
 - e. Shirts shall be "tucked" into pants or skirts at all times
 - f. Shirts which leave the mid-drift exposed are not permitted

T-Shirts: (Summer Semester)

Facilities Management T-Shirts are authorized for wear during the summer period from the day after Graduation until the day before classes resume for Fall Semester.

Pants:

1. Pants shall be solid colors
2. No bright colored pants are permitted
3. Pants shall fit in such a way as not to expose body parts during normal movement
4. Pants shall extend to the ankle
5. Pants shall be worn at the waist level, and no lower

Shorts: (Summer Semester)

1. The wearing of shorts by tradespersons working on campus will be permitted beginning the day after Graduation until the day before fall classes resume, under the following conditions:
 - a. All shorts must be one solid dark color, preferably dark blue.
 - b. All shorts shall not be higher than two inches above or touch the ground when the person is kneeling
 - c. All shorts shall be loose fitting
 - d. "Cut Offs" shall not be worn

Condition of Clothing:

- a. Rips or tears longer than two inches are not permitted
- b. Clothing shall not be covered with stains