

ZMB Locker Room

Instructions

To receive a key for the locker rooms fill out the Key Request form on the next page and return it to the front desk in the Zeidler Municipal Building (ZMB) Room 602 between 8am and 4pm or email dpwbuildingmaintenance@milwaukee.gov.

- The locker rooms are located in the basement of the Zeidler Municipal Building.
- A key to access the assigned locker will be given.
- Participants will be given a card to access the locker room at the time they receive a key (a separate request is not needed).
- All keys should be returned to the front desk in the Zeidler Municipal Building, Room 602

Please note: Participants do not need to have a locker to utilize the common areas. To request card access to the locker room only, please email: dpwsecurityrequest@milwaukee.gov





Bridges & Buildings Men's Locker & Key Request Form Zeidler Municipal Bldg. - Room B4A

Please return completed form to Zeidler Municipal Building - Room 602, between the hours of 8:00am and 4:00pm, to retrieve your assigned key. For room card access, send an email request to: dpwsecurityrequest@milwaukee.gov

Employee Name & Title: _____
(Print name & title)

Bldg. / Dept. / Room # / Ext.: _____

Employee Signature: _____

The employee has received the following key(s) and locker assignment(s), and is responsible for their safekeeping. Upon termination of employment or change of assignment, all personal items must be removed from locker(s) and key(s) must be returned to: **DPW Bridges & Buildings, Zeidler Municipal Building, Room 602.** Locker(s) and key(s) should NOT be transferred to another employee.

Key(s) will not be given without a properly completed form. One form per person.

DO NOT WRITE BELOW THIS LINE - FOR BRIDGES & BUILDINGS OFFICE USE ONLY

Processed By (initials): _____ Date Issued: _____

Key Number(s) Assigned: _____ Locker Number(s) Assigned to Key: _____

Date Returned: _____

Employee / Manager Signature: _____



Bridges & Buildings Women's Locker & Key Request Form Zeidler Municipal Bldg. - Room B8

Please return completed form to Zeidler Municipal Building - Room 602, between the hours of 8:00am and 4:00pm, to retrieve your assigned key. For room card access, send an email request to: dpwsecurityrequest@milwaukee.gov

Employee Name & Title: _____
(Print name & title)

Bldg. / Dept. / Room # / Ext.: _____

Employee Signature: _____

The employee has received the following key and locker assignment, and is responsible for their safekeeping. Upon termination of employment or change of assignment, all personal items must be removed from locker and key must be returned to: **DPW Bridges & Buildings, Zeidler Municipal Building, Room 602.** Locker and key should NOT be transferred to another employee.

Key will not be given without a properly completed form. One form per person.

DO NOT WRITE BELOW THIS LINE - FOR BRIDGES & BUILDINGS OFFICE USE ONLY

Processed By (initials): _____ Date Issued: _____

Key Number Assigned: _____ Locker Number Assigned to Key: _____

Date Returned: _____

Employee / Manager Signature: _____