

DPW/Facilities Inventory Supply Request for COVID-19

Requesting Department: _____

Department Representative/Requestor: _____

Date and Time to Pick Up from Warehouse: _____

Requests can be made directly to Inventory Control at (301) 932-3483 or ext. 4483 or via e-mail to John Mudd or Donald (Lee) Hammonds. Supplies can be picked up Monday through Friday 7:30 a.m. to 3:00 p.m. at the receiving door on the side of the Warehouse/Vehicle Maintenance Shop Building at DPW.

Each department should assign one representative to request and pick up supplies for the entire department related to the prevention of COVID-19. Supplies are limited and we may not have enough in stock to fulfill all requests or may substitute an item with a generic product; however, we will do our best to honor each request as quickly as possible. We appreciate your patience.

Item Description	Quantity Requested
Masks	
Cloth Masks 01-206-0000	
Disposable Masks 01-206-0050	
KN95 Masks 01-206-0001	
Latex Gloves (Box)	
Small 02-091-3185	
Medium 01-209-0131	
Large 01-209-1535	
X-Large 01-209-1530	
Hand Sanitizer	
4 oz. 02-098-0000	
8 oz. 08-701-0626	
Disinfectant Wipes 02-091-5949	
Lysol Disinfectant Spray 02-091-4828	
Clorox Anywhere Sanitizing Spray 02-091-1698	
Infrared No-Touch Thermometer 01-098-OPT3	
Bleach 02-091-0772	
Paper Towels	
Roll 01-202-7102	
Box 02-098-5190	
Entrance Rules Poster	