

## 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
<b>Masks</b>	
Cloth Masks 01-206-0000	
Disposable Masks 01-206-0050	
KN95 Masks 01-206-0001	
<b>Latex Gloves (Box)</b>	
Small 02-091-318S	
Medium 01-209-0131	
Large 01-209-1535	
X-Large 01-209-1530	
<b>Hand Sanitizer</b>	
4 oz. 02-098-0000	
8 oz. 08-701-0626	
<b>Disinfectant Wipes 02-091-5949</b>	
<b>Lysol Disinfectant Spray 02-091-4828</b>	
<b>Clorox Anywhere Sanitizing Spray 02-091-1698</b>	
<b>Infrared No-Touch Thermometer 01-098-OPT3</b>	
<b>Bleach 02-091-0772</b>	
<b>Paper Towels</b>	
Roll 01-202-7102	
Box 02-098-5190	
<b>Entrance Rules Poster</b>	