

Janitorial Supplies Requisition Form 26-27

Supply Item	Units	Quantity Requested
FACIAL TISSUE	Each	
PAPER TOWELS – Multi-Fold	Pack	
PAPER TOWELS – White	Roll	
PAPER TOWELS – Brown	Roll	
TOILET TISSUE – Small	Roll	
BROOM	Each	
DUSTPAN	Each	
MOP HANDLE - Sponge	Each	
MOP HEAD - Sponge Each	Each	
TRASH LINERS - 30 GALLON	Roll	
TRASH LINERS - 56 GALLON	Roll	
SAFETY CATCHES - Cabinets/Drawers	Each	
SAFETY PLUGS - Outlets	Each	

Supply Item	Units	Quantity Requested
AIR FRESHENER	Can	
BLEACH - 40 oz	Each	
BLEACH MEASURING SPOON	Each	
CLEANER - Floor	Gallon	
CLEANER - Foaming	Can	
CLEANER - Toilet Bowl	Each	
CLEANER - Window	Can	
DISINFECTANT SPRAY	Can	
HAND SOAP	Gallon	
HAND SOAP - PUMP	Each	
VOMIT ABSORBENT	Bag	
SPRAY BOTTLE WITH SPRAYER	Each	
SPRAY BOTTLE WITHOUT SPRAYER	Each	
SPRAYER - Blue	Each	
SPRAYER - Orange	Each	
SPRAYER - White	Each	
SPRAY BOTTLE LABEL - Blue (Sanitizer)	Each	
SPRAY BOTTLE LABEL - Orange (Disinfectant)	Each	
SPRAY BOTTLE LABEL - White (Soap)	Each	

Classroom:	Date Needed:
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Program Manager Signature:	Date Approved:
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- **ARMSTRONG** - Send to Program Manager for approval - Program Manager send to Jeff for Fulfillment (jboyd@earlylearningconnections.org)
- **BON AIRE** - Send to Program Manager for approval - Program Manager send to Dale for Fulfillment
- **BUTLER** - Send to Program Manager for approval - Program Manager send to Brandon for Fulfillment (bmurtland@earlylearningconnections.org)
- **INDIANA** - Send to Program Manager for approval - Program Manager send to Jeff for Fulfillment (jboyd@earlylearningconnections.org)