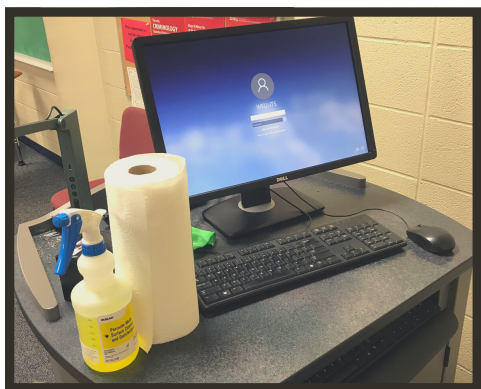


# COVID-19 Response

## *Fulfilling Restock Requests*

Since the start of the fall semester, the COVID-19 response emphasis has shifted from distributing supplies to departments to maintaining supplies in public spaces. ESA's check disinfectant spray bottles and paper towel levels daily throughout their buildings. They refill and replace items as needed. In early September, Facilities Management performed building walkthroughs of AC, JRH, FAC, CH, EST and EBS to ensure all items were properly being restocked. All buildings were being well stocked and faculty & staff were satisfied with the level of service.



## *Reconciling Inventory*

In September, all COVID-19 inventory was shifted to DFM storage areas. Inventory was transitioned into the Maintenance Connection system where DFM can better track inventory withdrawals and the areas frequently requesting items be restocked. This has allow greater oversight of COVID materials. The reconciled inventory as of 9/30/20 is below.

<b>Item</b>	<b>DFM</b>	<b>SSB</b>	<b>Total</b>
Paper Towels	277	1000	<b>1277</b>
Hand Sanitizer (16oz)	2,262	0	<b>2,262</b>
Hand Sanitizer (gallon)	24	384	<b>408</b>
Disposable Masks	3800	0	<b>3800</b>
Logo Reusable Masks	2208	0	<b>2208</b>
Plain Black Masks	1499	0	<b>1499</b>
Gloves (MED)	50	108	<b>158</b>
Gloves (LRG)	55	291	<b>346</b>
Gloves (XL)	130	558	<b>688</b>
Face Shields	558	0	<b>558</b>
Wipes	50	0	<b>50</b>