

July, 2020

Process for Departmental Ordering of Hand Sanitizer and Disinfecting Supplies from Notre Dame's Central Warehouse

As buildings have been prepared for reopening during the summer of 2020, Building Services has procured a full inventory of effective cleaning and disinfecting supplies for campus buildings. In addition to the products used for their own cleaning and disinfecting, Building Services will be responsible for placing and refilling the following:

- Hand Sanitizer at Building Entrances and in Key Common Areas
- Spray Disinfectant in Classrooms, Conference Rooms and Common Areas within Office Suites

Realizing that departments or campus units may want to supplement this with disinfecting/sanitizing supplies for use within departmental work areas and to take advantage of pricing and availability through centralized purchasing, the University procured the following supplies in large quantities for distribution from the Central Warehouse. Below is a list of items that are currently available for purchase by departments, at the cost incurred by the University. Until these supplies are more readily available, departments will be limited to ordering the weekly quantities indicated.

For questions, please contact the Warehouse at **1-1807**.

Instructions for Ordering:

1. 
2. Select  (or contact the Work Control Center at 1-8888 for assistance)
3. "Create A Customer Request"
4. "New"
5. Problem Code = "Warehouse"
6. Description = Items Desired, including Part #
7. Account = FOAP Activity Code = "11019"
8. Subcode = "NA-1"
9. Property = Building for delivery
Location = Room for delivery

Catalog of Products Available

Image	Product Name	Unit and Pricing*	Part #	Weekly Order Limit
Disinfectant Wipes				
	Disinfectant Wipes (multiple brands)	75 or 80 count Container or Pack \$4.25-\$5.44	00089B	
Disinfectant Spray				
	Lysol Disinfectant Spray	190z Spray Can \$7.32	00089D	
Hand Sanitizer				
	Purell Hand Sanitizer (multiple brands)	6-pack of 4-oz. Flip Top \$2.47	00243A	One 6-pack per Week
	GermX Hand Sanitizer	8-oz. Pump Top \$4.27	00243AC	6 Bottles per Week
	Kem Krest Liquid Hand Sanitizer	4-oz. Spray \$1.97	00243AD	12 Bottles per Week
	Hand Sanitizer (multiple brands) to be used with pump or to refill smaller bottles of similar product	1-gallon Bottle \$26.00 <i>Note: please re- use or return pumps due to a current shortage.</i>	Gel: 00243AE	Please use the gallon containers to refill smaller bottles
All Purpose Cleaner				
	Lysol Advanced Deep Clean All Purpose Cleaner	32 Oz Trigger Spray Bottle \$4.26	00089E	
Utility Wipes (For Use with Disinfectant Spray Provided by Building Services)				
	WYPALL Utility Wipes	Box of 250 Wipes \$3.13	00290BC	6 Boxes per Week
Disposable Masks				
	Disposable Masks	Box of 50 \$29.67	00171	2 Boxes per Week

*Subject to change due to daily price fluctuations