



Police Department

EOC – COVID-19 Essential Supplies Request Form

The University Facilities Management will work with Colleges and Departments to provide essential COVID-19 related supplies such as hand sanitizer, cloth face coverings, disposable surgical face masks, and plexiglass hygiene barriers. Colleges and Departments should complete the information below to submit a request for these essential supplies instead of purchasing their own.

For delivery, provide detailed delivery location. For pick-up, arrangements will need to be made to pick up orders at Central Supply located at Facilities Management Complex.

Requestor's Contact Information

Name *
First Last

Email Address *
yourname@maine.edu

Phone Number *
(207) 581-1234

Position *
 Vice President
 Dean
 Director
 Other

Workplace Information

College or Unit *
 CoopExt EHD ENG
 DIC GSBSE LAS
 MBS NSFA Center
 UMM Other

Number of Employees *
Please indicate the number of employees to be covered by this supplies request.
0
Please enter a number greater than or equal to 0.

Supply Delivery Location or Pick up *
Please indicate the campus building name or off-campus address where supplies should be delivered, including floor and room number if applicable. If you prefer to pick up the supplies, please indicate "Pick up".

Is this purchase required to support a research project? *
 No
 Yes, grant funded
 Yes, not grant funded

COVID-19 Essential Supplies Requests

Cloth Face Coverings *
The University will provide two (2) cloth face coverings per employee. Please indicate the total number of cloth face coverings needed. Cloth face coverings should be worn when social distancing is not possible.
0
Please enter a number greater than or equal to 0.

Surgical Face Mask Boxes *
Surgical face masks are for employees that forgot their cloth masks and for students / customers / parents that do not have one if one is required. Each box contains fifty (50) surgical face masks.
0
Please enter a number greater than or equal to 0.

Hand Sanitizer Bottles *
The bottles range from 4 - 8 oz depending upon current supply.
0
Please enter a number greater than or equal to 0.

Plexiglass Hygiene Barriers *
Plexiglass hygiene barriers are for point of contact / front desk type locations only. The barriers are desktop units measuring 36" wide x 30" tall.
0
Please enter a number greater than or equal to 0.

Social Distancing Floor Signs *
These are spot markers to indicate 6 feet of separation for queue lines.
0
Please enter a number greater than or equal to 0.

Social Distancing Floor Arrows *
These are markers to indicate direction of travel through narrow spaces such as aisles.
0
Please enter a number greater than or equal to 0.

Building(s) Supplies Will Be Utilized:

Other Supplies
Please detail any other supply requests needed here.

Submit

Police Department 81 Rangeley Rd Orono, Maine 04469 Tel: 207.581.4040 Fax: 207.581.1702 UM.policedepartment@maine.edu Home EOC Clery Annual Security and Fire Safety Report Crime Prevention & Personal Safety Report Contact Campus Eyes Helpful Links

