

Items for Central Supply

How to Order Central Supplies:

To submit a request to Central Stores, have a designated point of contact or your HR liaison for your College or Department submit the below information to Central-Stores-Orders@ad.ufl.edu. Please note that your area may have already received a supply of certain items, which would be considered a part of these allocation quantities.

- College or unit name & 4-digit department ID
- Quantity requested (please review quantity guidelines below)
- Desired pick-up date/time
- Pick-up location of either Facility Services or Health Science Center
- Name of employee who will pick-up


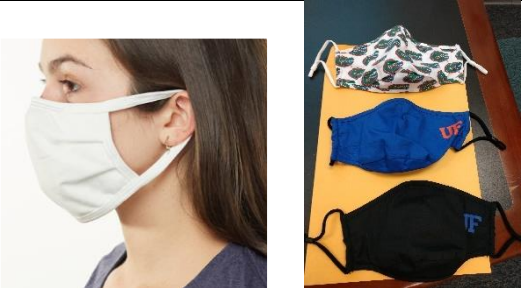
Additional Items:



If an item is needed beyond what is centrally provided, additional supplies can be purchased through My UF Marketplace: <https://procurement.ufl.edu/covid19ppe/>. If your area needs consultation on procuring specific items, please contact UF Procurement at Procurement@ufl.edu, and provide a description and quantity of what is needed.




To help centralize tracking of expenses, a new flex value "COVID" has been added to MyUFL and it is available for use in My UF Marketplace.

If you need items related to clinical or research purposes, please contact UF Health or the UF Office of Research, respectively.

The following items and associated quantities will be provided centrally at the University of Florida.

Item	Image/Description	Quantity	Distribution
<p>Disposable Masks</p>	 <ul style="list-style-type: none"> • 3-Ply material provides protection against bacteria and particulates • Malleable noseband ensures adjustable seal • High Filtration Capacity • Low Breathing Resistance 	<p>Up to 20 per FTE</p>	<p>Via department email request to Central Stores: Central-Stores-Orders@ad.ufl.edu</p>
<p>Cloth Masksⁱ</p>	 <ul style="list-style-type: none"> • 3-ply cotton construction • Moisture wicking fabric • Adjustable nosepiece for comfort • Washable and reusable 	<p>One cloth mask per FTE</p>	<p>Via department email request to Central Stores: Central-Stores-Orders@ad.ufl.edu</p>

<p>N-95 Pouch Respirator Mask</p>	 <ul style="list-style-type: none">• Pouch design with large breathing chamber for added comfort• Consistent seal to ensure proper fit• Comfort fit headband• Bendable nosepiece• Not for medical use	<p>Up to five per faculty or employee with sustained face to face contact with students or the publicⁱⁱ</p>	<p>Central Stores will have allocations available by College/Unit; request via department email to Central Stores: Central-Stores-Orders@ad.ufl.edu</p>
<p>KN-95 Filtering Face Respirator Mask</p>	 <ul style="list-style-type: none">• Simple, Effective, and Comfortable• Manufactured to KN-95 and EU149:2001 Certification Standards	<p>Available, as needed, as an alternate to N-95 masks</p>	<p>Via department email request to Central Stores: Central-Stores-Orders@ad.ufl.edu</p>

<p>One-Gallon Hand Sanitizer</p>	 <ul style="list-style-type: none"> • Gel, 1 gallon with pump • 75% alcohol 	<p>One unit per conference, meeting or break room</p>	<p>Via department email request to Central Stores: Central-Stores-Orders@ad.ufl.edu</p> <p>Information on hand sanitizer refills is available at: https://procurement.ufl.edu/covid19ppe/</p>
<p>Disinfectant Spray & Trigger</p>	 <ul style="list-style-type: none"> • 32 oz. disinfectant spray with trigger 	<p>One unit per conference, meeting or break room</p>	<p>Via department email request to Central Stores: Central-Stores-Orders@ad.ufl.edu</p>
<p>Disinfectant Buckets with Wipes</p>		<p>One bucket per academic classroom and class labs</p>	<p>Facility Services to distribute and provide refills</p>

<p>Facility Signage</p>		<p>Available for download & customization</p>	<p>Approved facility signage is available for download at: https://coronavirus.ufhealth.org/screen-test-protect/for-communicators/ready-to-go-assets/</p>
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ⁱ A variety of cloth face masks have been ordered for campus. The cloth masks that your area receives may vary from those pictured above.

ⁱⁱ Employee estimates for sustained face to face contact are obtained through HR Liaisons and the Provost's Office.