



University
of Dayton

Maintenance Portal

New Academic Request

Report Date: 9/11/2020 11:29:56 AM

Request: COVID-RELATED CLEANING REQUEST: Medline Hand Sanitizer Station Refill Needed

Additional Description (unlimited): Main entrance to Miriam Hall near The Blend

Your Name: Sara Harrison

Phone Number: 202-615-2984

COVID-19 REPLENISHMENT ITEMS: (HAND SANITIZER STATIONS / CLASSROOM SUPPLIES / MEDLINE)
USE FUND 100000, ORG 999990, LOCATION (YOUR BLDG)

PARTITION / STANCHION REQUESTS:
USE FUND 100000, ORG 801500, LOCATION (YOUR BLDG)

FUND / ORG / LOCATION: 100000:General Operating | 999990:COVID19 / Off campus bldgs (GE/1401) | 10BQ00:UD Miriam Hall - General

Building: Miriam Hall

Floor: 1st Floor

Room: hallway right outside The Blend

YOU WILL RECEIVE AN EMAIL NOTIFICATION WHEN WORK HAS BEEN COMPLETED

Email Address: sharrison2@udayton.edu

PLEASE CHECK HERE IF YOU NEED TO SCHEDULE A TIME TO PERFORM THIS WORK

Submit Request

Additional information with regard to the Medline Hand Sanitizer Stations:

- Alpha Omega assisted with the deployment of the Medline Hand Sanitizer Stations and are familiar with where they are located.
- They are located in entryways, lobbies and in front of elevators in each building.
- The second shift for Alpha Omega has been tasked with monitoring these stations nightly.
- You can expect a response to your request within 24 hours. If your request is urgent and needs immediate attention, please contact your building COVID captain.



Maintenance Portal

New Academic Request

Report Date: 9/11/2020 11:51:35 AM

Request: COVID-RELATED CLEANING REQUEST: Classroom cleaning supplies
[\(more details\)](#)

Your Name: Sara Harrison

Phone Number: 202-615-2984

COVID-19 REPLENISHMENT ITEMS: (HAND SANITIZER STATIONS / CLASSROOM SUPPLIES / MEDLINE)
USE FUND 100000, ORG 999990, LOCATION (YOUR BLDG)

PARTITION / STANCHION REQUESTS:
USE FUND 100000, ORG 801500, LOCATION (YOUR BLDG)

FUND / ORG / LOCATION: 100000:General Operating | 999990:COVID19 / Off campus bldgs (GE/1401) | 10BQ00:UD Miriam Hall - General

Building: Miriam Hall

Floor: 1st Floor

Room: 103

YOU WILL RECEIVE AN EMAIL NOTIFICATION WHEN WORK HAS BEEN COMPLETED

Email Address: sharrison2@udayton.edu

PLEASE CHECK HERE IF YOU NEED TO SCHEDULE A TIME TO PERFORM THIS WORK

Additional information with regard to COVID supplies:

- Wipe stations located in classrooms only, are being monitored and restocked by Alpha Omega, nightly.
- If your request pertains to supplies for an office please use one of the following Runway request forms:

FOAPAL Guidance

COVID-19 Related Supplies (pickup beginning 8/3/20 at Chaminade Hall)

Charge **Activity 100226** for ALL COVID-19 expenses.

Use **Org 999990** for COVID-19 spend **above and beyond** typical department products or services (i.e. extra cleaning supplies, masks, gloves, etc. that cannot be sourced from either COVID-19 request form).

Requests

COVID19
Cleaning,
PPE &
Signage
Masks, Wipes

COVID19
Technology
Stylus, Tablet,
Webcam,
Headset