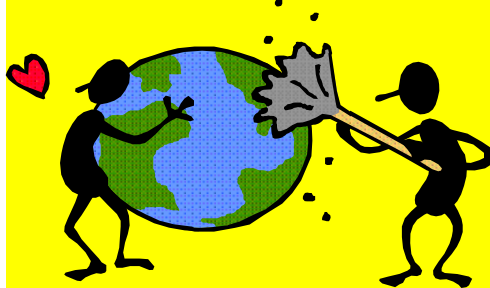


# Outside locations Order Form

Jacobsen Hall, Treatment Unit 03), IHP  
Article 28 clinics



**Clean Up – Clean Out Wednesday JUNE 26, 2019**

**Unit: \_\_\_\_\_ Contact Person: \_\_\_\_\_**

**Number of staff members in unit \_\_\_\_\_**

**Location of your unit \_\_\_\_\_**

**Please complete the following clean up day order form. Supplies will be distributed, one per unit, by your unit Cleaner.**

Item Available	Request – Y/N	
Paper towels, 2 packages		
Bag of rags, 10 each		
* Furniture Polish		
* Window cleaner		
* General purpose cleaner		
* Quat-Stat (clinical cleaner)		
* PDI wipes/Clorox Wipes (disinfectant)		Request through Central Distribution
<b>Equipment- Extra Services Available</b>		
Confidential document disposal bin		
Recycling Bin collection		
Trash Bin collection		

**One per unit, when indicated by an asterisk (\*).**

**PLEASE HAVE FORMS IN BY: 6-20-2019**

**Fax to 4-6575 or send to Room 802, UH.**

**For any questions, please call Environmental Services at 46576.**

**Environmental Services general email account – [ENV\\_SVCS@upstate.edu](mailto:ENV_SVCS@upstate.edu)**