Facility Managers:

As budgets get tighter we are continually looking for ways to become more efficient and utilize resources that are available to us. Due to the wide array of supplies that are purchased by facility managers and the many different reasons we can attribute to their use, we are making a few changes to the way supplies are ordered and have modified the current warehouse order form, now known as "Operations Requisition for Facility Supplies" (attached). Also please review the attached SCC bulletin indicating new supplies for graffiti including a new graffiti remover product for operations. These products are currently being stocked in the FCOMBS Warehouse for easier ordering and distribution.

Supplies have been separated into categories for easy reference and routing by the area supervisors and the necessity to fund these supplies from appropriate accounts. These categories will include {Warehouse (Custodial Supplies), Lighting (Warehouse), Lighting-Ballasts (Special Order), Bond Supplies, FCOMBS (Custodial Supplies), FCOMBS (Graffiti Supplies), and FCOMBS (Shops)}. You will find these categories in a drop-down menu in the "Select Account" box outlined in red, toward the top left hand corner of the supply order form. All orders for supplies/products must be submitted to your area supervisor first. No orders should be submitted directly to the shops, FCOMBS (Cherish), or Sandy. When ordering, you must select the appropriate category that correlates with the supplies being ordered, as indicated below.

- **Warehouse / Custodial Supplies** - Supplies you would order for normal daily operational maintenance/cleaning and re-stocking of paper/soap products, etc. *These orders are routed to Sandy for processing and will be charged to the building custodial supply budgets as normal.*

- **Lighting / Warehouse** - Used to order any type of light bulbs, fluorescent tubes, etc. that are stocked in the warehouse. **Note:** Please do not submit a work request for lamp orders. *These orders are routed to Sandy for processing and will be charged to a separate lamp budget set up for operations.*

- **Lighting-Ballasts / Special Order** - Used to order any type of light bulbs, fluorescent bulbs, ballasts, etc. that are not stocked in the warehouse or FCOMBS. **Note:** When ordering lamps and ballasts in this category, document as much information as possible on the order form *i.e.* any reference numbers or a description of the product. Please do not submit a work request for lamp/ballast orders. *These orders are routed to the electrical shop for processing and will be charged to separate budgets for lamps & ballasts.*

- **Bond Supplies** - Used to order supplies that directly pertain to the clean-up and restoration of bond construction projects. Example (1); there is a remodel project in the kindergarten rooms where lavatories are being added, wall construction, etc. This is an extensive project creating cleaning/restoration work not only in the classrooms but more than likely the surrounding areas such as the corridor. You
may order supplies to clean up and restore all these affected areas such as shampoo, floor stripper, floor finish, pads, etc. under this category. Example (2): all VCT in the building corridors has been replaced through a bond project. All of the wax, applicators, etc. used to finish this floor can be ordered under this category. Only order what you need to clean and restore what has been affected by the bond projects size and scope. The orders for this option will be monitored and subject to review by the area supervisors. These products are routed to Sandy for processing and will be charged to a separate bond supply account set up for operations.

**FCOMBS / Custodial Supplies** - Used to order custodial supplies/products such as floor pads, coveralls, tools, etc. for operations use. These orders are routed to Cherish and will be charged to the building custodial supply budgets.

**FCOMBS / Graffiti Supplies** - Used for supplies to remove and cover/paint graffiti only. We have started stocking a new, more effective graffiti removal product (Metal Safe) in the FCOMBS Warehouse for operations use. (See attached SCC bulletin); the current procedures used to acquire these products through the Protective Coatings Shop will no longer be available and work orders will no longer be accepted for these materials. These orders are routed to Cherish and will be charged to a vandalism account set up by facility management. This information will also be used for reporting purposes to Risk Management and the City of Denver. Only use this category for graffiti related restoration and not for painting projects or other regular maintenance / touch up needs.

**FCOMBS / Shops** - Used to order supplies and materials stocked in the FCOMBS Warehouse i.e; plumbing parts, sprinkler parts, electrical products, paint & supplies, ballasts, etc. Exceptions to this category would be the graffiti related supplies/products as mentioned above. These orders are routed to Cherish and will be charged to the appropriate shops (Plumbing, Electrical, Protective Coatings, etc)

Effective immediately start using the attached “Requisition for Facility Supplies” order form to purchase supplies according to the procedures outlined, (please dispose of any other versions): IMPORTANT: when submitting orders, a new order must be submitted for each different category. Please do not mix FCOMBS Graffiti Supplies/products with FCOMBS shop supplies/products or Warehouse (Custodial supplies) with Bond supplies, etc. Please fill in the blue outlined boxes on the form as well before submitting.

Thank you

**Kerry Berens**
**Manager of Operations**
**Facility Management**
**Office: (720) 423-4174**
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Graffiti Removal Supplies are now available in the FCOMBS Warehouse

Please follow the new procedures for obtaining these products

- Create a standard “Operations Requisition for Facility Supplies”, indicating FCOMBS (Graffiti Supplies) in the “Select Account” box.
- Submit a supply requisition to your area supervisor for approval. Once approved, your order will be forward to FCOMBS warehouse for processing.
- FCOMBS will process, fill the order, and have it delivered via the current Enterprise Management Warehouse delivery method and schedule.

Supplies available for Graffiti removal

- PC1000.11 PAINT, SPRAY PRIMER: ODERLESS: 13 OZ CAN
- PC1000.12 PAINT: GRAFFITTI GREY IN 5 GALLON BUCKET
- PC1000.13 PECAN TAN SEMI GLOSS INTERIOR/EXTERIOR OIL
- PC2000.23 ROLLER FRAME 6” FOR WINI COVERS
- PC2000.17 ROLLER COVER 50/50 PLASTIC CARBON CORE 9”-1 ¼ NAP
- PC2000.18 ROLLER COVER WINI’S (CIGAR ROLLER) 6”- 3/8 NAP
- PC2000.19 ROLLER COVER WINI’S (CIGAR ROLLER) 6”- 1/4 NAP
- PC2000.21 HANDLE FOR PAINT ROLLER, HEAVY DUTY. 9”
- PC2000.22 ROLLER COVER WINI’S (CIGAR ROLLER) 6”- ½ NAP
- PC2000.30 ROLLER SCREEN, MATAAL FOR 5 GALLON BUCKETS
- PC6000.01 TAPE, MASKING; SCOTCH RED LABEL BY 3M 1” BROWN
- PC6000.02 TAPE, MASKING; SCOTCH RED LABEL BY 3M 2” BROWN
- PC7000.01 SANDING SPONGE; MED/FINE ALL IN ONE
- PC1000.30 LACQUER THINNER, ONE GALLON CAN
- PC1000.43 KEROSENE, IN SEALED 5-GAL CANS
- PC2000.02 PAINT BRUSH 2” NYLON STRAIGHT; WOOSTER SOFTIP
- PC2000.03 PAINT BRUSH 3” NYLON STRAIGHT; WOOSTER SOFTIP
- PC2000.12 ROLLER COVER 9”X 1” NAP MOHAIR
- PC2000.16 ROLLER COVER 50/50 PLASTIC CARBON CORE 9”- 3/8”
- PC1000.45 1 QT SPRAY BOTTLE METAL SAFE GRAFFITI REMOVER

NOTE:
These materials are being funded by Risk Management and are not to be used for non-graffiti related tasks.

These supplies/products will no longer be available through the Protective Coatings Shop.