

## SUPPLY LIST

### **In Storage Closet on first floor:**

Plastic sheeting  
Duct tape  
Broom & dustpan  
Mops & buckets/wringer  
Wet/dry vacuum cleaner  
Plastic garbage bags  
Cleaning supplies  
Fungicide and/or disinfectant  
Rubber gloves  
Plastic file folders for sealing some paper files

### **At Front Counter/Desk:**

Flashlights and Batteries

### **In Former Restroom on second floor:**

Plastic Sheeting

### **Fire extinguisher Locations:**

Front door  
First floor HVAC unit  
Second floor HVAC unit

### **Dehumidifier Locations:**

Lower Level  
Office

### **Fan Location:**

Second Floor