

Building Coordinator Emergency Supply Inventory Form

Use this checklist to verify your Building Coordinator bag contains all required emergency supplies. Complete this inventory check quarterly or after any emergency use. Compare quantities in your bag against the minimum stock requirements listed below.

Inventory Checklist

Item	Required Qty	Current Qty	Item	Required Qty	Current Qty
Duct tape roll	1	—	Orange safety vest	1	—
Trash bags	2	—	Yellow safety vest	1	—
Nitrile gloves (pairs)	6	—	Assorted band-aids (pack)	1	—
EMS shears	1	—	Light sticks	4	—
Cold packs	3	—	Rolled gauze (4")	2	—
Pens	2	—	Rolled gauze (2")	2	—
Marker	1	—	Waterproof first aid tape	1	—
CPR shield	1	—	Elastic bandages	3	—
Rescue blankets	3	—	Cloth tape	1	—
Hand sanitizer	1	—	Work gloves (pair)	1	—
Safety glasses	1	—	Notebooks	2	—
Gauze pads (4"x4")	12	—	Abdominal pads (5"x9")	5	—
Triangle bandages	2	—	Trauma dressing	1	—

Restock Request Instructions

01

Review Inventory

Check each item against the required quantity in the table above

02

Calculate Shortages

Note any items below minimum stock levels and how many you need

03

Submit Request

Email your restock list to
emergencypreparedness@caltech.edu

Building: _____ Coordinator Name: _____ Date: _____

Items Needed for Restock:
