

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
Duct tape roll	1	___
Trash bags	2	___
Nitrile gloves (pairs)	6	___
EMS shears	1	___
Cold packs	3	___
Pens	2	___
Marker	1	___
CPR shield	1	___
Rescue blankets	3	___
Hand sanitizer	1	___
Safety glasses	1	___
Gauze pads (4"x4")	12	___
Triangle bandages	2	___

Item	Required Qty	Current Qty
Orange safety vest	1	___
Yellow safety vest	1	___
Assorted band-aids (pack)	1	___
Light sticks	4	___
Rolled gauze (4")	2	___
Rolled gauze (2")	2	___
Waterproof first aid tape	1	___
Elastic bandages	3	___
Cloth tape	1	___
Work gloves (pair)	1	___
Notebooks	2	___
Abdominal pads (5"x9")	5	___
Trauma dressing	1	___

Restock Request Instructions

01	02	03
Review Inventory Check each item against the required quantity in the table above	Calculate Shortages Note any items below minimum stock levels and how many you need	Submit Request Email your restock list to emergencypreparedness@caltech.edu

☐ Building: _____

Coordinator Name: _____

Date: _____

Items Needed for Restock: