

November 5, 2009

Dr. Dawe:

The Ozarka Institutional Improvement Committee recommends the purchase of restroom supply storage cabinets for buildings on the Melbourne campus. These wall-mount cabinets will be used to store cleaning supplies and tissue, eliminating the need to stack supplies in the restroom floor or in other obtrusive places (see photos). This will help make the campus restrooms more attractive and eliminate the potential health concern of having tissue stored in less than sanitary locations.

The cabinets will cost approximately \$100 or less each. They will be made of unfinished wood which can be stained or painted then attached by Ozarka maintenance staff.

If funds allow, the following cabinets could be purchased:

- 4 for the Miller building

- 4 for the Administration building

- 2 for the Hall building

- 1 larger cabinet for Career Pathways/Bookstore. (This cabinet would be taller than the others and cost approximately \$150. It would be housed in one restroom and hold tissue and cleaning supplies plus a mop and "caution wet floor" signs for both.)

The total cost for these items, including mounting hardware and sales tax, should be approximately \$1500.

If funds are limited, the committee recommends that at a minimum, the following cabinets be purchased:

- 2 for the Hall building

- 2 for the restrooms in the east end of the Administration building

Other cabinets could be purchased later, as funds allow.

Sincerely,

Dan Lindsey  
Institutional Improvement Committee