

HandsOn Bay Area Tool Form - Make/save a copy before template

Project Date:		Delivery Address:
Company:		Contact:
Agency:		Phone:
# of Volunteers:		Email:
Budget:		Delivery Notes:
Requested by:		Pickup Notes:
Special purchases required? Enter details in 'Special Purchases' section at bottom.		
Sorted by:		
# of Bins		
Bin Charge (\$1.47 per bin as of May 2011)	\$0.00	
TOOL FORM COMPLETE (please initial)		

PROJECT ESSENTIALS		
	# Requested	# Missing
Snacks and Water		
Snack Bars		
Water Jugs (2.5 gallon)		
Paper Cups		
Water Coolers		
Ice Chests		
Name Tags and Forms		
Name Tags		
Generic Waivers		
Minor Consent Forms		
Incident Report Forms		
Clipboards		
Pencils		
Pens		
Sharpies		
Misc.		
Box Tape Guns		
EZ Up Tents		

First Aid Kits		
HOBA Signs		
Megaphone (including battery packs)		
Safety Cones		
Safety Vests		
Scissors		
Staple Removers		
Staplers		
Sunblock		
Tables, 6 feet		
Walkie Talkies		
Work Lights		
Yard stick		
SUBTOTAL	0	0

GARDENING		
	# Requested	# Missing
Gloves, Work		
Garden Weasels		
Hand Claws		
Hand Spades		
Hand-held pick axe		
Hedge-clippers (Large blade, two handed)		
Hoes		
Hoses		
Kneelers/Knee Pads		
Loppers (long-handled, small blade pruning shears)		
Pick axe		
Pitchfork, bedding (10-tine)		
Pitchfork, manure (5-tine)		
Post Hole Digger		
Pruners (small blade, hand held)		
Pruning Saw		
Rakes, Fan Shape		
Rakes, Metal		
Rakes, Wide Leaf		
Shovels, Flat-edge		

Shovels, Spade		
Shovels, Trench (narrow)		
Tampers		
Watering Cans		
Weeder (small fork-like tool)		
Wheelbarrows		
SUBTOTAL	0	0

CLEANING	# Requested	# Missing
Brooms, push		
Brooms, standard		
Buckets, 1-2 gallon		
Buckets, 5 gallon		
Dust Brushes		
Dust Pans		
Garbage Bags		
Garbage Cans (empty)		
Gloves, Rubber (large)		
Gloves, Rubber (medium)		
Mop Covers		
Mops		
Oven Cleaner		
Pledge furniture cleaner		
Rags in a box (# of boxes)		
Scrub Brushes, heavy duty (metal bristles)		
Scrub Brushes, kitchen/bath		
Scrubbing powder (Comet, Ajax)		
Simple Green (All-purpose cleaner) - Gallon jug		
Simple Green Squirt Bottles (empty or diluted)		
Sponges		

Window cleaner refill (1 gal)		
Window cleaner squirt bottles		
SUBTOTAL	0	0
PAINTING		
	# Requested	# Missing
Baby wipes (for minor spills)		
Cups, plastic, 1qt.		
Dropcloths, blue plastic		
Dropcloths, heavy canvas (very limited supply)		
Dust Masks		
Edgers, frame		
Edgers, pad		
Extension Poles (long 8-12')		
Extension Poles (short 4-6')		
Gloves, Latex (1 package)		
Goggles/safety glasses		
Goof Off		
Ladders, 2' / Stepstools		
Ladders, 4'		
Ladders, 6'		
Ladders, 8'		
Ladders, 10'		
Ladders, 12'		
Ladders, extension - 16'		
Ladders, extension - 20'		
Ladders, extension - 24'		
Mural Paint Box		
Paint brushes - 2 inch bristle		
Paint brushes - 2 inch sponge		

Paint brushes - 3 inch bristle		
Paint Brushes - Mural type		
Paint can opener		
Paint scraper (metal)		
Pour lips (1 gal)		
Pour spouts - 5 gallon buckets		
Roller Covers - 4 inch size		
Roller Covers - 6 inch pink slip on type		
Roller Covers - 9 inch size		
Roller Frames - 4 inch		
Roller Frames - 6 inch pink slip on type		
Roller Frames - 9 inch size		
Roller Tray Liner (white)		
Roller Trays (orange plastic)		
Rosin Paper, 12-inch wide		
Rosin Paper, 3 feet wide		
Sanding Blocks, foam 100 medium grit		
Sanding Blocks, rubber (requires sanding sheets)		
Sandpaper Sheets, 120 medium grit		
Sandpaper Sheets, 180 fine grit		
Sandpaper Sheets, 60 coarse grit		
Spackle		
Spackle knife - plastic or metal		
Stir Sticks, 1 gal		
Stir Sticks, 5 gal		

Tape, Blue (for previously painted surfaces)		
Tape, Masking		
Wet Paint signs / "Caution" tape		
SUBTOTAL	0	0

**Manufacturer
(Home Depot brands Behr & Glidden preferred)**

PAINT ORDER	Color Name/Code
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First identify your paint as interior/exterior/other and add row:

Interior Paint		
Interior Paint		
Exterior Paint		
Exterior Paint		
Primer		
Other		
SUBTOTAL		

CONSTRUCTION	# Requested	# Missing
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Adjustable Wrenches		
Allen Wrench Set		
Belt Sanders		
Bolt Cutters		
Caulk Guns		
Chalk Line		
Circular Saw		
Crescent Wrench Set		
Crowbar		
Drill Bit Sets		
Drills (Battery powered)		
Drills (Power cord)		
Extension cords		
Framing Square		
Hammers		
Hard Hats		
Jigsaw		
Large Levels (2-4')		
Nails		
Pipe Wrenches		

Pliers, Locking (Vise-Grips)		
Pliers, Needle-Nose		
Pliers, Tongue and Groove		
Power Strip		
Rubber Mallets		
Screw Gun (Battery powered)		
Screwdrivers, flat head		
Screwdrivers, phillips head		
Screws		
Sledge Hammer		
Small Levels (6-9")		
Socket Set		
Speed Squares		
Staple Guns		
Stud Finders		
Tape Measures		
Tin Snips		
Utility Knives		
Wire Cutters		
Wood Clamps		
SUBTOTAL	0	0
SPECIAL PURCHASES		
(Item)	Description	Vendor & Contact Info
Please add rows for each individual item, fill in all relevant inf		
SUBTOTAL		
TOTALS		
BIN CHARGE	\$0.00	
TOTAL PROJECT ESSENTIALS	\$0.00	
TOTAL GARDENING	\$0.00	
TOTAL CLEANING	\$0.00	
TOTAL PAINTING	\$0.00	
TOTAL PAINT ORDER	\$0.00	
TOTAL CONSTRUCTION	\$0.00	

TOTAL EST. SPECIAL PURCHASES	\$0.00
GRAND TOTAL WITH ESTIMATED SPECIAL PURCHASES	\$0.00
GRAND TOTAL W/OUT PAINT ORDER & ESTIMATED SPECIAL PURCHASES (OFFICE USE ONLY) \$0.00	

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v. 1.0 May 2011

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