

Ordering Non-Commercial Cleaning Products

As staff and faculty gradually return to campus, many areas would like to perform some personal cleaning in their workspace. Our Building Services team is working hard to maintain a clean, safe environment on campus however, they do not maintain, or clean equipment provided for employee use. This includes desks, workbenches, countertops, various electronics, keyboards, office equipment, lab equipment, or lunchroom appliances. For staff and faculty wanting to clean personal workspaces or equipment, it is recommended that you use standard, household brand cleaning products. These products can be purchased through Mustang Market, Western's web-based eProcurement solution for sourcing and purchasing items.

What do I need?

- Look for standard, household brand cleaning products that contain a disinfectant such as Lysol, Mr. Clean or Pine-Sol
- Ensure that you order paper towel
- Order rubber gloves for anyone using these products
- Ensure you are not mixing cleaning products

**Please consult user guides for manufacturer specific cleaning recommendations for electronics*

How do I access Mustang Market?

Mustang Market can be accessed using the login button located on the Financial Services homepage: www.uwo.ca/finance.

The authorization form for those requiring access to Mustang Market can be found in the Forms section of the Financial Services website, under "Procurement".

What products do I search for?

Staples, Fastenal and G&T (Grand & Toy) are our preferred vendors for these items. Search their catalogues in Mustang Market for household such as the in-stock items listed below (availability subject to change):

Mr. Clean Disinfectant Multi-Surface Cleaner: Staples Product # PGT31504 (3.78L) or PGT0801 (1.2L), G&T Product # 31504PG (3.78L)

Pine-Sol Disinfectant All Purpose Cleaner: Staples Product #CSX01166 (4.25L), G&T Product #40154-0 (1.41L)

Paper Towels: Staples - Bounty Paper Towel Rolls: #PGT95193 (12 roll pack), Fastenal – Bravo Paper Towel Rolls: #0634985 (6 roll pack)

Gloves: Available as a centrally procured Pandemic Supplies item, please refer to "Ordering Pandemic Sanitary Supplies" document for further direction.

How do I pay for items ordered through Mustang Market?

Items ordered through Mustang Market will be charged to your departmental speed code.

Where are items ordered through Mustang Market delivered?

Items ordered through Mustang Market are delivered to the "ship to" location linked to your Mustang Market profile. Shipping is provided free of charge from vendors, however, we ask that you try to keep your orders above \$50.