

Ordering Plexiglas Barriers & Face Shields

As staff and faculty gradually return to campus, maintaining physical distancing will be vital for our collective health and for specific supplies needed as staff and faculty adapt processes and spaces to our new circumstances. The University Machine Shop (UMS) is contributing its dynamic production capability by managing requests for temporary Plexiglas barriers and face shields for the campus community.

As a Faculty/unit 'designated requestor', please review the following guidance to purchase these supplies on behalf of your respective areas:

What do I need?

Plexiglas Barriers

- Temporary Plexiglas Barriers may be useful when physical distancing is challenging such as higher frequency customer service/reception areas, and other common-use space applications.
- Product is composed of clear acrylic sheets, precision cut to sit on a sturdy free-standing base without the use of any adhesive or tape.
- Standard sizes and pricing:
 - 32”h x 48”w – [See pricing details](#) which are subject to change based on material supplies.
 - 32”h x 36”w - [See pricing details](#) which are subject to change based on material supplies.
 - 32”h x 22”w – [See pricing details](#) which are subject to change based on material supplies.
- Material is easy to clean and sanitize, shatterproof, and easy to assemble and disassemble for storage.
- Standard sizes should be appropriate for most applications, however if there are specific requirements for permanent or customized barriers, UMS will review and advise while working with Facilities Management as appropriate. A CPTED (Crime Prevention Through Environmental Design) Review will be required for permanent solutions and will be coordinated by Campus Community Police Services once contacted by UMS.

Face Shields

- Face coverings or masks MUST be worn under face shields
- Clinical and other specialty areas may require face shields when maintaining physical distancing is challenging and individual mobility is a necessity.
- Product is composed of clear PETG plastic sheets, with adjustable Velcro head strap.
- Material is easy to clean and is reusable.
- [See pricing details](#) which are subject to change based on material supplies.

How do I request?

Requests should be made on the [UMS PPE Order form](#). Pricing, availability and estimate delivery timing will be confirmed by UMS once product is requested through the form. Priority will be given to units returning to campus in early stages; central inventory levels are actively managed to support those returning in later phases.

How do I pay for these items?

Items ordered through UMS will be charged to your departmental speed code. Pricing will be confirmed by UMS at the time of your request. UMS will ensure their pricing for barriers is comparable to the external sourced pricing.

How will these items be delivered?

UMS will require a ship to location with product requests and they will deliver to your campus location. Please allow 2 weeks for production and delivery.