

Keyboard Trays
from
CONTRACT ASSOCIATES

All keyboard trays in the ESH-5 Ergo Demo Room are available from Contract Associates.

- Call Paul Tiede at 662-9343.
- Paul will complete an Express/Furniture/Floor Coverings Request order form and fax it to requestor. Have the following information available:

Keyboard Requested	
Cost Center	
Program Code	
Work Package	
Drop Point	

- Complete “ES&H Site Hazard Screening for Equipment Maintenance Form (1664).
 - NOTE: The requester and line supervisor are responsible to sign the form. The form is part of Notice 10 and is not a fill-in form at this time.
- Return signed forms to Paul at fax number: 662-9327. A work order number will be assigned by Contract Associates. Please reference this number when calling Contract Associates regarding your order.