

2-3 Times
per Year

Facilities staff orders menstrual products

Product arrives 3-7 business days later

Custodial staff stores product in storage facility

Weekly

Custodial staff stocks closets in each building with menstrual products when they are replenishing the toilet paper, towels, etc. stock

Daily

Facilities staff gets cart a from supply closet at specific building and services bathrooms, ensuring that the cart is stocked with menstrual products

Arrive at bathroom #1

Check dispenser level through window on the side of the machine

If product is low, restock the machine with pre-filled cartridges

Stock toilet paper, towels, etc.

Perform cleaning duties

Move on to next bathroom

Repeat in all restrooms and return cart to closet