



PITTSBURGH JOB CORPS CENTER

**7175 Highland Drive
Pittsburgh, PA 15206
412-441-8700 (phone)
412-441-1586 (fax)**

Products in the PJCC Property Department

Bags, Sanitary - order by the box
Bags, Trash 10 and 56 Gal – order by the box
Bands, Rubber – order by the bag
Batteries, 9volt, AA, AAA, C, D, - ordered individually
Binders, 1in – ordered individually
Bleach, - ordered by the gallon
Board, Clip- ordered individually
Book, Log – ordered individually
Brooms – ordered individually
Brushes, Toilet – Ordered individually
Bulb, Light 60 watt – ordered individually
Card, index – ordered by the pack
Card, Rolodex – ordered individually
Cartridges, 49A,53A,06A, 92A 26A -ordered individually
Purell Hand Sanitizer – ordered individually for wall mounted dispensers
Foaming Hand Sanitizer (for wall dispensers) – ordered individually for wall mounted dispensers
Simple Green All Purpose Cleaner – ordered by the gallon
Soft Scrub Cleaner – ordered individually
Tilex Cleaner – ordered by the case
Window Cleaner – ordered individually
Assorted Binder Clips – Ordered by the pack
Small Binder Clips – ordered by the box
Paper clips- ordered by the bag (100 per bag)
Clorox Disinfecting Wipes (big roll for wall dispenser) –ordered individually
Tape Dispenser – ordered individually
Brown Envelopes 9x12, 12x16 – ordered in packs of 50
Plain White Envelopes – ordered individually
Correction Fluid – ordered individually
Legal Size File Folders – ordered by the box
Letter Size File Folders – ordered by the box

Hanging Legal Size File folders – ordered by the box
Hanging Letter Size File Folders – ordered by the box
Rubber Gloves – ordered by the box
Mop Handle – ordered individually
Mop Heads – ordered individually
Green, Orange, Yellow, Mailing Labels ordered by the pack
Assorted Color Highlighters – ordered by the pack (4 per pack)
Black Markers (NOT SHARPIES) ordered by the dozen
Dry Erase Marker set (with eraser) – ordered by the pack (4 per pack)
Yellow Markers/Highlighters – ordered by the dozen
Phone Memo – ordered individually
Assorted Color Post It Notes (3x3) – ordered by the pack
Post It Notes – Small, Large – ordered individually
Oven Pads – Ordered individually
Dust Pans – ordered individually
Legal Copy Paper – Ordered by the ream
Copy Paper – Ordered by the case and can only be ordered by staff that have the bigger printers in their area.
9 In Toilet Paper – ordered by the case
Small Toilet Paper Rolls – ordered by the case
Black, Blue, Red Pens – ordered by the dozen
Pencils – ordered by the dozen
Pocket Portfolios – ordered by the box
Sheet Protectors – ordered by the box
Scissors – ordered individually
Electric Pencil Sharpener – ordered individually
Hand Soap – ordered by the bottle
Compressed Sponges – ordered individually
Disinfectant Spray – ordered by the can
Stapler- ordered individually
Electric Stapler – ordered individually
Staples – ordered by the box
Staple Remover –ordered individually
White, Yellow Lined Paper – ordered individually
6x9 Steno books (pads) – ordered individually
Thumb Tacks(Push Pins) ordered by the pack
Adding Tape –ordered by the roll
Masking Tape – ordered by the roll

Scotch Tape – ordered by the roll

Paper Towels – ordered by the case

Computer Wipes – ordered by the box (24 per box)

- Please submit your orders to Property via email. Please email the entire Property department to ensure a timely response. Please refer to the PJCC phone list for the departmental employee listing.