

374628

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GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position): Monica Hinojosa

3. From (Name and Position): Glinda Pacheco

4. Subject: Request for Climate Control Storage Units	5. Date: 6/27/18	6. Time 12:30 pm
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7. Message:

Requesting a total of (7) climate controlled storage units @ a dimension of 10'x5':

- (4) Commissioner Pct.1 Office
- (1) JP Morales
- (1) JP Saenz
- (1) Planning Dept & Tax Office (minimal office supplies)

Storage needed to store files/ office equipment/ computer hardware & electronics and any other owned County property.

**County owned furniture, chairs and conferences tables will be handled & stored by contractor Servpro.

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

Approved 6/27/18

[Signature]

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213	Date/Time: _____
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