

## Inner City Night Shelter – Administrative

### Needs List

#### **Paper Products**

8,9,10 oz Styrofoam cups

Plastic spoons/forks

Styrofoam soup bowls

Styrofoam boxes to go (3 compartments)

55 gal garbage bags

Napkins

Paper towels

Toilet tissue

#### **Food Items**

Any and all canned food items, beans, rice, sugar, cornmeal, pasta, grits seasonings, salt, pepper, sugar, salad dressing, flour, fresh fruits and vegetables.

Margarine, dairy products, eggs, any type of meats, especially meats used to season beans, other vegetables, venison, and other canned meats.

We do not bake at the shelter so cake and cookie mixes are unlikely to be used by the cooking staff.

#### **Kitchen and Janitorial supplies**

Aluminum foil, industrial/commercial size pots and pans, metal serving utensils, bleach, Pine-Sol, comet, and steam table.

#### **Office Supplies**

Copier paper, printer ink cartridges (Epson 69), HP (21 and 22), manila folders (letter), paper clips (large & small), fax paper (brother intellifax 770e)