|  |  |  |
| --- | --- | --- |
|  | Date | Regarding |
|  | 27.07.16 | Store room inventory - ground floor |
|  |  |  |
|  |  |  |

# Store room inventory – Ground Floor

## Bin room corridor

Last audited: 15.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| Spare coffee machine | Lives here to reduce movement | 1 |
| Black tubs | For garbage | 2 |
| Light Lunch Signboard | During dinner / breakfast service | 1 |

## Kitchen corridor

Last audited: 15.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| High chairs |  | 6 |
| Trestles + Legs | For garbage | 5 |
| Wooden function chairs | brown | 50 |
| Cocktail tables | Brass | 3 |

## Wine store

Last audited: 15.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| Wine fridge | Vintec | 1 |
| Assorted wine, beer, spirits | Various | Various |

## Site office (Fix and make shed)

Last audited: 15.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| Trestle tables + Legs |  | 15 |

## Furniture store inside site office (Fix and make shed)

Last audited: 15.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| Salon Padded chairs | Additional furniture | 6 |
| Wooden Monster barstools | Additional furniture | 4 |
| Grey stools | Additional furniture | 11 |
| Out door chairs | Additional furniture | 6 |
| Whiteboard | Event furniture and equipment | 1 |
| Lectern (From KLT) | Event furniture and equipment | 1 |
| Portable Speaker | Event furniture and equipment | 1 |
| Screen + Projector | Event furniture and equipment | 1 |
| Easels | Event furniture and equipment | 2 |
| Salon marble square table | Event furniture and equipment | 1 |
| Square wooden café table | Event furniture and equipment | 12 |
| Standing sign board | Event furniture and equipment | 3 |
| Wooden Function Chairs | Event furniture and equipment | 47 |
| High Top Cocktail tables | Event furniture and equipment | 5 |
| A.Baker Deck chairs | Event furniture and equipment |  |
| Assorted Broken furniture (to be repaired) | Broken furniture |  |

## Art store inside site office

Last audited: To be initiated

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| To be completed |  |  |

## Concierge store

Last audited: 27.05.16

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| EVC Spray |  | 1 |
| IKEA Tool Kit |  | 1 |
| Umbrella |  | 7 |
| Shoe Brush Large |  | 4 |
| Shoe Brush Small |  |  |
| Liquid Polish |  | 2 |
| Shoe Polish Black |  | 2 |
| Mid Tan Shoe Polish |  | 1 |
| Dark Tan Shoe Polish |  | 1 |
| Dubbin Leather Protect |  | 1 |
| Bike Pump Upright |  | 1 |
| Ashtray Sandbag |  | 3.5 |
| Bike Helmet Large |  | 3 |
| Bike Helmet Medium |  | 5 |
| Bike Helmet Small |  | 3 |
| Rubbish Dust Pan |  | 1 |
| Broom |  | 1 |
| 2 Way Radio Charge |  | 1 |
| Bike Basket |  | 1 |
| Tape Measure |  | 1 |
| Torque Screwdriver |  | 2 |
| Allen Key Size 3 |  | 1 |
| White Board |  | 1 |
| Sunscreen |  | 1 |
| DVD Player |  | 2 |
| HDMI Cables |  | 1 |
| Ear Plugs |  | 10 |
| Tissue Paper Green |  | 1 |
| Butcher Paper |  | 4 |
| Bike Locks |  | 10 |
| Wooden Clipboard |  | 10 |

Front office store

Last audited: To be initiated

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| To be completed |  |  |