



Asylum Seeker Shelter Services – 15-Bed Shelter Weekly Inventory Checklist

Week of (YYYYMMDD): _____

Inventory List

Item	Maintenance Quantity	Current Inventory	Needed Inventory	Delivery Date
Blankets	32			
Cots, including rails	18			
Cot Mattresses	18			
Combination locks	18			
Flat Sheets	30			
Fitted Sheets	30			
Hygiene kits	30			
Laundry Bags	30			
Pillows	18			
Pillowcases	30			
Towels	30			
Wash Cloths	30			
Charger brick	1			
First aid kit	1			
Label Machine	1			
Master key for combination locks	1			
Packages of command hooks	1			
Double-sided tape rolls	2			
Label tape	1			

Operations Manager:

Name (Print): _____

Date: _____

Signature: _____