**Club or Society Equipment Inventory List**

*An inventory list is a great way to keep track of the equipment you have as a Club or Society. We suggest you review this, at minimum once a year, as part of your handover process alongside the new Committee to ensure you have an up to date record of any changes in your equipment.*

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| **Club or Society Equipment Inventory list** |
| **Society name:** |  | **Completed by:** |  | **Position:** |  | **Date:** |  |
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| **Item:****(***What is it? Include a full description***)** | **Quantity:****(***How many of them do you have? Include the item ID Number/marking for each item***)** | **Quality: (***Is it new? Is there damage? Are you missing parts of a set?***)** | **Where is it being stored? How do you access it?****(***Is it safe?**Who has the equipment? Is it in storage on site?***)** | **How old is it?****(***When was it purchased and what is the disposal date?***)** | **Approximate cost/value:****(***If known***)** | **When was the item safety inspected/tested?*****(Ensure you submit evidence/certification to prove the equipment has been serviced)*** | **Notes:*****(Including any defects/actions identified in the latest safety inspection)*** |
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