**Bulk upload form**

The following can be used if resources are strained to catalogue items in a general way in a building.

Please use this form to get a general inventory of resources that you have in storage or in a building which is being cleared. Once the store has been recorded, upload the details onto WARPit.

For each record add the number of items, general condition, general location and any other important details such as access arrangements

|  |  |  |
| --- | --- | --- |
| **Item** | **Number (5 bar gate)** | **Comment** |
| **Desks** | | |
| Traditional standard desk |  |  |
| Executive desk |  |  |
| Corner desk Left hand  1800mm wide  1600mm wide |  |  |
| Corner desk right hand  1800mm wide  1600mm wide |  |  |
| Adjustable desk |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |
| **Storage** | | |
| Cupboards |  |  |
| Bookcase |  |  |
| Pedestals/ desk storage |  |  |
| Metal storage |  |  |
| Filing cabinet  2 drawer  3 drawer  15 drawer |  |  |
| Lockers |  |  |
| Fixed shelving |  |  |
| Mobile shelving |  |  |
| Pigeon holes cabinet |  |  |
| Magazine wall display |  |  |
| Secure Safe |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Tables** | | |
| Teaching table |  |  |
| Folding table |  |  |
| Project table |  |  |
| Traditional table |  |  |
| Other |  |  |
|  |  |  |
| **Chairs** | | |
| Managers chair |  |  |
| Directors chair |  |  |
| Operators chair |  |  |
| Antique chair |  |  |
| Easy chair |  |  |
| Visitors chair |  |  |
| Students chair |  |  |
| Bucket chair |  |  |
| Students tablet chair |  |  |
| Boardroom chair |  |  |
| High chair |  |  |
| Stool |  |  |
| Stacking chairs |  |  |
| Waiting room chair |  |  |
| Cluster chairs |  |  |
| Other |  |  |
|  | | |
| **Reception furniture** | | |
| Reception desk |  |  |
| Receptionist chair |  |  |
| Reception seating |  |  |
| Reception sofa |  |  |
| Reception modular seating |  |  |
| Other |  |  |
|  |  |  |
| **Boardroom/meeting room furniture** | | |
| Boardroom/meeting table |  |  |
| Boardroom/meeting chairs |  |  |
| Other |  |  |
|  |  |  |
|  | | |
| **Office Interiors** | | |
| Office blinds |  |  |
| Mobile screens |  |  |
| Fixed screens |  |  |
| Office plants |  |  |
| Other |  |  |
|  |  |  |
|  | | |
| **Office accessories** | | |
| Bin |  |  |
| Recycling bin |  |  |
| Barriers/bollards |  |  |
| Cloakroom furniture/stands |  |  |
| Clock |  |  |
| Desk top accessory |  |  |
| Rug/carpet |  |  |
| Stationery |  |  |
| Mirror |  |  |
| Art |  |  |
| Poster |  |  |
| Signs |  |  |
| White board |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Office consumables** | | |
| Inkjet cartridge |  |  |
| DVDs/CDs |  |  |
| Stationery |  |  |
| Leverarch files/folders |  |  |
| Box of paper |  |  |
| Box of envelopes |  |  |
| Other |  |  |
|  | | |
| **Cafe/Canteen Furniture** | | |
| Cafe tables |  |  |
| Cafe chairs |  |  |
| Cafe stools |  |  |
| Bench seating |  |  |
| Other |  |  |
|  | | |
| **Educational furniture** | | |
| School/ education desk |  |  |
| School/ education chair |  |  |
| School/ education table |  |  |
| School/ education bench |  |  |
| School/ education storage |  |  |
| Black/white/pin/cork board |  |  |
| Display |  |  |
| Other |  |  |
|  | | |
| **Lab furniture** | | |
| Lab stools |  |  |
| Lab benches |  |  |
| Lab fixtures and fittings |  |  |
| Safety cupboard |  |  |
| Wash station |  |  |
| Other |  |  |
| **Medical furniture** | | |
| Waste bins |  |  |
| Dentist chair |  |  |
| Operating stand |  |  |
| Treatment table |  |  |
| Stands |  |  |
| Trolley |  |  |
| Screen |  |  |
| Portering equipment |  |  |
| Storage |  |  |
| Stools |  |  |
| Other |  |  |
|  |  |  |
| **Office electrical** | | |
| PC |  |  |
| Laptop |  |  |
| Screen/monitor |  |  |
| Dictaphone |  |  |
| PC accessories |  |  |
| Projector |  |  |
| Fax machine |  |  |
| Printer |  |  |
| Copier |  |  |
| Multi Functional Device |  |  |
| Overhead Projector |  |  |
| Office Lighting |  |  |
| Heater |  |  |
| Air conditioner |  |  |
| Scanner |  |  |
| Vaccum cleaner |  |  |
| Answering machine |  |  |
| Leads or adaptors |  |  |
| Other |  |  |
|  | | |
| **Audio/ visual** | | |
| TV |  |  |
| DVD |  |  |
| Video |  |  |
| Games equipment |  |  |
| Phone |  |  |
| Hi Fi/ Stereo |  |  |
| Speakers |  |  |
| Other |  |  |
|  | | |
| **Kitchen /meeting room** | | |
| Coffee maker |  |  |
| Kettle |  |  |
| Water boiler |  |  |
| Sandwich maker |  |  |
| Microwave |  |  |
| Fridge |  |  |
| Freezer |  |  |
| Fridgefreezer |  |  |
| Watercooler |  |  |
| Dishwasher |  |  |
| Other |  |  |
|  | | |
| **Research/Medical/Lab** | | |
| Bottle washer |  |  |
| Hot plate |  |  |
| Magnetic stirrer |  |  |
| Water purifier |  |  |
| Drying oven |  |  |
| Microscope |  |  |
| Centrifuge |  |  |
| Lamps |  |  |
| Incubators |  |  |
| Chart recorder |  |  |
| Vacuum pump |  |  |
| Water bath |  |  |
| Dental equipment |  |  |
| Electrical tool |  |  |
| Other |  |  |