

OFFICE INVENTORY 2nd DRAFT

AS OF 8/9/2020

Question: What prompted the preparation of this inventory?

Answer: the BOD took up the subject, FY 2021 Budget, in the July and August 2020. Ultimately, the budget was adopted as a negative \$43,000. During the discussions, the possibility was raised, renting another floor of the office. We currently rent the top floor to Summit Engineers. So there was a proposal to rent the entry floor, where the Administrative Manager and Financial Manager have their offices. So then President Bill Johnston compiled an inventory of both floors. Renting another floor would impose a burden on these two positions but it may be necessary to close a budget gap.

Approximately 100 different items

<u>AREA AND WHAT'S THERE NOW</u>	<u>COMMENT</u>
Entry floor	Per Rita, 620 square feet
Stariway to 3rd floor 4 boxes & vacuum cleaner	
Bathroom = toilet and sink	
Outer office	Need dimensions
Hat and coat rack	
Two chairs	
Small table for magazines	
Large flyer holder attached to the wall, can hold 80 different flyers (4 rows of 20)	
Copier, full size	
Small printer on standing bookshelf	
Large printer on table	
Large desk with HP laptop computer and attached monitor	
Office chair for desk	
Plastic shelf system with phone books, other books, topped by Knicknac bear	
Miscellaneous equipment stored in front of desk	
Standing office shelf with 3 shelves, misc equipment and paper stock	
Two sets of half height bookshelves with numerous notebooks owned by the Financial Manager	
Two mailbox shelves w/8 slots for BOD member mail, not regularly used, sitting on bookshelves	
Input mailboxes for deposits & vouchers	
Miscellaneous trophies and knickknacks are stored on the bookshelves	

AREA AND WHAT'S THERE NOW	COMMENT
Pete's office	(Need the dimensions of this space and the amount of cubic space occupied for files)
Office chair	
Desk with numerous files in file drawer	
One four drawer filing cabinet with files, positioned behind the desk	
Two printers on a printer stand	
Second four drawer file cabinet positioned to the side of the desk	
Router	
Chair in front of the desk	
Small work table with chair(?) Or does the chair in front of the desk serve?	
Supply closet with numerous supplies and boxes that equipment came in	
Couch	
Shredder	
Half height plastic storage unit	
Numerous boxes	
Treasurer's four drawer filing cabinet	
TV on top of filing cabinet	
Financial Manager's office	(Need the dimensions of this space and the amount of cubic space occupied for files)
Large desk	
Computer and monitor sitting on desk, connected to the network by an ethernet cable	
Three printers	
Table (with printer)	
Half-size filing cabinet, 2 drawers	
One four drawer filing cabinet	
One very large file storage unit which holds prior years' financial files	
Control unit for front door lock, connected by cable that extends from one corner near the ceiling thru wall to the front door	
Control unit is also connected to the router in the administrative manager's office	
Hallway that leads to stairway to the bottom floor	
5 Trophies sitting on a credensa	
Toner supplies, ictures	
Miscellaneous boxes	
Corkboard	

AREA AND WHAT'S THERE NOW	COMMENT
Stairway to Bottom Floor	
Numerous BOD photos, about 20 on each side, hung on the side of each wall	
Bottom floor	Need the dimensions of entire space and the amount of cubic space occupied by files
<i>Due to sink and cabinets and utility closet, this room has much less office space than upstairs</i>	
Bathroom = toilet and sink	
Enclosed closet for storage of coolers and Christmas supplies (measure for dimensions)	Measure for dimensions
Closet with air handler and miscellaneous equipment, boxes	
Large closet under the stairs for storage of minutes miscellaneous equipment, boxes - completely filled with supplies, notebooks, signs, membership materials, extremely large membership display	Measure for dimensions
Cabinet with locked door for magazines and liquor, 3 shelves, secured by a locked door	Measure for dimensions
Electrical panel	
Full standing refrigerator	
Plastic 5 shelf system used to store food and beverages, usually leftover from events	
Five more BOD photos with space for more	
Sink and set of cabinets that stretch from halfway through the room against a wall	
Cabinets are used to store kitchen and food supplies	Replace with file storage?
Sink is a kitchen sink meant for cleaning utensils	
Two 5 drawer filing cabinets, 1 4 drawer along one wall, two used by the Historian, one by Programs, topped by mailboxes	
Projector screen	
About 4 feet of shelves, FLOOR TO CEILING partitioned by sliding doors for picnic equipment and magazines	
Large Meeting table and 9 chairs on wheels	
10 Stacked chairs for overflow seating	
Four drawer filing cabinet in a corner, unknown contents	
Stacked boxes	
Bookshelf along the wall with notebooks and supplies including projector and 1936-1986 yearbooks	
Miscellaneous pictures on sides of all walls	
Miscellaneous boxes around the room	