

## **SHEPPARD FLAT INVENTORY**

Name of Tenant:

Date of Arrival:

Flat Number:

Date of Departure:

### **LOUNGE/STUDY/DINER**

Settee  
Easy Chairs  
Coffee Tables  
Sideboard  
Bookcase  
Dining Table & Chairs  
Standard Lamp\*  
Table Lamp\*  
Waste Bins  
Desk  
Desk Chair  
Desk Lamp

No. Issued	No. Received
1	
2	
1	
1	
1	
1 table, 4 chairs	
1	
1	
1	
1	
1	
1	

### **KITCHEN-GENERAL ITEMS**

Fridge/Freezer  
Table & Chairs  
Microwave  
Electric Kettle  
Toaster  
Chopping board  
Can Opener  
Set of Kitchen Utensils,  
Knife Block  
Assorted Cooking Tins  
Saucepans Set  
Frying Pan  
Ice Cube Tray\*  
Grater  
Measuring Jug  
Colander  
Casserole dish

No. Issued	No. Received
1	
1 table, 4 chairs	
1	
1	
1	
1	
1	
2	
1	
1	
1	
1	
1	
1	

### **CUTLERY**

Knives  
Forks  
Spoons  
Teaspoons

6	
6	
6	
6	

**KITCHEN-CHINA AND GLASS**

Mugs  
Plates  
Side Plates  
Bowls  
Water Glasses  
Wine Glasses

No. Issued	No. Received
6	
6	
6	
6	
6	
6	

**BEDROOM I (Double)**

Pillows  
Under blankets  
Duvet  
Blanket  
Double bed frame and mattress  
Chest of Drawers  
Bedside Cabinet  
Bedside Lamp  
Waste Bin

No. Issued	No. Received
4	
1	
1	
1	
1	
1	
1	
1	
1	

**TWIN BEDROOM**

Pillows  
Under blankets  
Duvets  
Blankets  
Single bed frame and mattress  
Chest of Drawers  
Oak Bedside Cabinet  
Bedside Lamp  
Waste Bin

No. Issued	No. Received
4	
2	
2	
2	
2	
1	
1	
1	
1	

**TWIN BEDROOM (3-bedroomed flats)**

Pillows

Under blankets

Duvets

Blankets

Chest of Drawers

Bedside Cabinet

Bedside Lamp

Waste Bin

No. Issued	No. Received
4	
2	
2	
2	
1	
1	
1	
1	

**STUDY (2-bedroom/Study flats)**

Desk

Chair

Chest of drawers

Desk Lamp

Waste Bin

1	
1	
1	
1	
1	

**BATHROOM/TOILET**

Lavatory Brush and Holder

1	
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**OUTSIDE PATIO**

No garden furniture supplied

**SUNDRIES**

Washing up Liquid

Sponge scourers

J-Cloths

Kitchen Bin

Vacuum Cleaner

Vacuum Bags

Broom

Dustpan and Brush

Mop &amp; Bucket

Mop heads

Ironing Board

Iron

Clothes Airer

Black bags

Clear pedal bin liners

Household toilet rolls

1	
2	
Red 3 / Blue 3	
1	
1	
2	
1	
1	
1	
2	
1	
1	
1	
5	
5	
1 pack	

Note: There may be additional items, particularly kitchen utensils, that have been left by previous residents and therefore do not form part of the College inventory. Items marked \* are not supplied as standard in every flat

Tenant Signature .....

Date .....