

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	
1 table, 4 chairs	
1	
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	
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 & 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	
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