

Shelter Inventory Form Instructions

The *Shelter Inventory Form* is completed when the shelter is opening and closing, as well as other times established by the shelter manager. This job tool should be used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Operating a Shelter

Follow the steps below to complete this form:

1. Enter the date the inventory is being completed.
2. Consult with the shelter manager if necessary to identify the “DR Number” and the “Shelter Name/Location.”
3. Indicate if this Shelter Inventory form is for Red Cross property, facility property or other-owned property. Use a separate form for each type of property.
4. Indicate if this Shelter Inventory form is the opening, operating, or closing inventory. Refer to the [Job Tool: Operating a Shelter](#) for more guidance on when to complete the *Shelter Inventory Form*.
5. Indicate which shelter area was inventoried. Check all that apply.
6. Conduct the inventory, and complete the table as follows:
 - a. Enter the item name that is being inventoried or a consistent detailed description of the item.
 - b. Enter the total quantity of the item. If you list this by unit, case, or package indicate the quantity of individual items per unit, case, or package.
 - c. Only on the forms for closing inventory, indicate where each item was sent upon closing (e.g. returned to facility representative or other location, donated to partner agency, disposed of).
7. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

Shelter Inventory

Use a separate form for each type of property.

/DR#: _____

Indicate which area of the shelter was inventoried. Check all that apply.

Property Owner <input type="checkbox"/> Red Cross <input type="checkbox"/> Facility <input type="checkbox"/> Other	Inventory Period <input type="checkbox"/> Opening <input type="checkbox"/> Operating <input type="checkbox"/> Closing	<input type="checkbox"/> All <input type="checkbox"/> Dormitory <input type="checkbox"/> Other _____	<input type="checkbox"/> Registration <input type="checkbox"/> Feeding
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Indicate the period this inventory was taken. Use separate forms for each period, keeping each grouping together.

Item Name

Quantity

Disposition at Closing

List the item name . If you don't know the standardized name, be as descriptive as possible.

When completing operating and closing Inventories, keep item names consistent with opening inventory

Enter the total quantity of the item inventoried. If you list this by unit, indicate the quantity of individual items per unit.

This column is completed on the closing inventory form. Indicate where the items were sent upon the closing of the shelter.

List the page number and total number of pages used for this shelter inventory.

