

# Casual Leasing Furniture - AUDIT



THE SQUARE  
MIRRABOOKA



## Centre: The Square Mirrabooka September 2021

ITEM	ITEM NAME & CODE	AUDIT TOTAL
	NAME: TIMBER BOX TABLE  CODE: UNIT A 880 x 1440	TOTAL = 4 units
	NAME: BLACK BOX TABLE  CODE: UNIT B 520 x 1270	TOTAL = 6 units
	NAME: STEPPED PLINTH  CODE: UNIT C	TOTAL = 5 units
	NAME: RISER  CODE: UNIT D	TOTAL = 7 units
	NAME: COUNTER  CODE: UNIT E	TOTAL = 2 unit
	NAME: HANGING RACK  CODE: UNIT F	TOTAL = 1 unit
	NAME: CHAIRS & STOOLS  CODE: CHAIR OR STOOL	TOTAL = 12 chairs  TOTAL = 2 stools

BY EFFECTIVELY UTILISING THE CODING SYSTEM ABOVE, WE ENSURE THAT ALL FURNITURE HIRED BY CASUAL LEASING TENANTS (OR COMMUNITY BOOKING OPERATORS) IS CHECKED OFF WHEN THE TENANT VACATES THE CENTRE, TO ENSURE THAT NO FURNITURE IS UNACCOUNTED FOR. THE SAME APPLIES FOR EXTENSION LEADS FOR OVERHEAD POWERED SITES.