

# FACT SHEET








## Tuckshop and Canteen Management Consultants

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### Equipment and Appliance register

The purpose of having an equipment and appliance register is so you have a record in case of fire or theft. Everything that plugs into the wall should be recorded on the sheet. The sheet should be kept away from the canteen. It also needs to be updated as equipment is purchased or discarded.

Your sheet should include




-  The name of the item and a brief description
-  Who owns the item- this could be the school or the supplier for example many slushies loan equipment
-  The purchase value of the item
-  If there is a warranty
-  When the item was last tagged and tested if applicable.

**To fast track the setup of your register a template and short video package is available at [canteens.com.au](http://canteens.com.au)**

### Equipment and Appliance loan sheet



The purpose of having an equipment and appliance loan sheet is so you have a record of who has borrowed canteen owned items. Having this sheet should go a long way to ensuring items borrowed are returned. At the very least you will know where they are when you go looking for them. You should record everything on the loan sheet even if it is just a pair of tongs or cutting board.

Your sheet should include

-  The name of the item and a brief description
-  Who is borrowing the item and what department they are from
-  When it will be returned

**To fast track the setup of your loan sheet a template is included with the equipment register package is available at [canteens.com.au](http://canteens.com.au)**

### Additional help to manage your Tuckshop or Canteen

-  Tuckshop and Canteen Management Consultants Helpline [www.canteens.com.au](http://www.canteens.com.au)
-  Canteens.com.au- Follow us on facebook-[www.facebook.com/canteens](http://www.facebook.com/canteens)