Inventory list

Check-in at the start, check-out at the end. Count together, tick together, sign together.

Date of check-in	
Booking or spot	
Name of the user	
Person on site (studio)	
Time of check-in	
Time of check-out	

Items

Quantities as listed in the datasheet of 9 October 2026 and the usage agreement. Count on site, correct the list where it differs, write what is missing or damaged in the last column.

	Listed	Check-in	Check-out	Note
Kitchen				
Fridge	1	☐ OK ☐ Issue	☐ OK ☐ Issue	
Stove and hotplate	1	☐ OK ☐ Issue	☐ OK ☐ Issue	
Kettle	1	☐ OK ☐ Issue	☐ OK ☐ Issue	
Sink with running water	1	☐ OK ☐ Issue	☐ OK ☐ Issue	
Grater		☐ OK ☐ Issue	☐ OK ☐ Issue	
Cutlery		☐ OK ☐ Issue	☐ OK ☐ Issue	
Cups		☐ OK ☐ Issue	☐ OK ☐ Issue	
Glassware and plates				
Large plates	10	☐ OK ☐ Issue	☐ OK ☐ Issue	
Water glasses	18	☐ OK ☐ Issue	☐ OK ☐ Issue	
Long drink glasses	6	☐ OK ☐ Issue	☐ OK ☐ Issue	
White wine glasses	2	☐ OK ☐ Issue	☐ OK ☐ Issue	
Martini glasses	7	☐ OK ☐ Issue	☐ OK ☐ Issue	
Furniture				
Movable tables	2	☐ OK ☐ Issue	☐ OK ☐ Issue	
Benches	2	☐ OK ☐ Issue	☐ OK ☐ Issue	
Chairs	6	☐ OK ☐ Issue	☐ OK ☐ Issue	
Tatami mats	2	☐ OK ☐ Issue	☐ OK ☐ Issue	
Mirror	1	☐ OK ☐ Issue	☐ OK ☐ Issue	

Sound and technology				
Speakers	2	☐ OK ☐ Issue	☐ OK ☐ Issue	
Mixer with aux input	1	☐ OK ☐ Issue	☐ OK ☐ Issue	
WiFi router		☐ OK ☐ Issue	☐ OK ☐ Issue	
Beamer (only if agreed)		☐ OK ☐ Issue	☐ OK ☐ Issue	
Room				
Walls		☐ OK ☐ Issue	☐ OK ☐ Issue	
Floor		☐ OK ☐ Issue	☐ OK ☐ Issue	
Windows		☐ OK ☐ Issue	☐ OK ☐ Issue	
Door, keys, access		☐ OK ☐ Issue	☐ OK ☐ Issue	
Other				
		☐ OK ☐ Issue	☐ OK ☐ Issue	
		☐ OK ☐ Issue	☐ OK ☐ Issue	
		☐ OK ☐ Issue	☐ OK ☐ Issue	

Photos

☐ Pictures of the room taken before use ☐ after use

Notes on damage or missing items

Check-in: user	Check-in: studio	Check-out: user	Check-out: studio