



PENSHURST PUBLIC SCHOOL AUDIT OVERVIEW



In December 2020 MoveCorp Consulting completed a site audit of the Penhurst Public School to record storage/filing, equipment and furniture at the current location.

This information will be used to: provide relocation information for the removalist, help in preparing for the move and assist in mapping the location of equipment and resources at the new site.

The audit measured the lineal metres of filing and storage items and counts of equipment and furniture. Dimensions for some equipment and furniture are also recorded in the detailed data.

This report provides summary information - the detailed data was captured by Room name/number.





PENSHURST PUBLIC SCHOOL STORAGE & FILING

The audit measured the lineal metres of filing and storage items which included consumables, resources, stationery, filing material and other items such as boxed or loose items.

Overall there is 998 LM of stored items and 227 boxes and tubs.

Resources were captured as Maths, Art or Science resources where easily identifiable or otherwise were captured as Resources. Stationery items were also separated where possible. Reference & bound books includes the library.

There is a detailed spreadsheet for each room.

Current situation as audited	
Summary of current material:	Totals
Total Filing Material (LM)	337.1
Total Boxes/tubs (count)	227
Total Stationery/Resources/Consumables/Art (LM)	601.3
Total Other (LM)	59.5
TOTAL LM	997.9
Total Boxes/tubs (count)	227
Current Filing Material consists of:	
reference & bound docs	201
Lever arch & ring	13.9
Loose & Manilla files	92.3
Suspension	8.4
Lateral files	21.5
Total Filing Material (LM)	337.1
Current Boxes consists of:	
Boxes/Tubs	227
Total Boxes/tubs (count)	227
Current Stationery/Resources/Consumables/Art consists of:	
Consumables	17.7
Resources	413.2
Maths resources	30.8
Art Supplies	51.2
Science resources	21
Stationery	67.4
Total Stationery/Resources/Consumables/Art (LM)	601.3
Current Other (LM) consists of:	
	soft furnishing, foldup kids tables, uniforms, cleaning items, tools,
Description	
Other (LM)	59.5
Total Other (LM)	59.5





PENSHURST PUBLIC SCHOOL EQUIPMENT



The audit measured various equipment such as whitegoods and kitchen items, PCs and IT equipment, musical equipment, sports equipment.

There are 294 items plus approximately 35 M2 of sports equipment

Equipment Summary	Total Count
	294
Clock - Count	22
Equipment, other (Count), etc <i>(count does not include LM of Sports equipment)</i>	18
Fridge/ Freezer (Count)	4
<i>Description</i>	0
Toaster (Count)	0
Coffee Machine (Count)	1
Sandwich Press (Count)	3
Kettle (Count)	6
Microwave (Count)	7
<i>Other (What is other)</i>	barfridge/heaters/bag
Other (Count)	8
Single Monitor, Comp, Keyboard, & Mouse (CWS)	56
Dual Monitor, Comp, Keyboard, & Mouse (CWS)	4
Laptop	58
Tablet	84
MFD	2
Small Desk Printer	3
Mobile Charging Cart for Laptops	2
Stored IT (LM)	0
Other (Count) eg. microphone, speaker	5
<i>What is Other</i>	receipt printer, label printer, coin counter, speakers
Drums e.g kits and other (Count)	1
Other (Count)	6
<i>What is Other</i>	Headphones,percussion
<i>Comments</i>	
Mats (Count)	0
Soft blocks (Count)	0
Sports Bags (Count)	4
General Sporting Equipment (M2)	28.5
<i>What is Sporting Equipment M2?</i>	0
General Sporting Equipment (LM)	5
<i>What is Sporting Equipment LM?</i>	Tubs, balls, bats, bags, wheelie bins, hoops on floor



PENSHURST PUBLIC SCHOOL FURNITURE

The furniture audit measured all furniture items across the school.

Only a small number of identified items will be moved to the new school.

The remainder of the furniture items will remain at the existing site and will either be utilised by Peakhurst West Public School or collected by Schools Infrastructure.

Row Labels	Sum of Quantity	Storage	230
Chairs	699	2 drawer filing cabinet	11
Arm chair	3	3 drawer filing cabinet	5
Kids' plastic chair	377	4 drawer filing cabinet	2
Kids' plastic chair midsize	114	bookcase	2
Ottoman	5	bookshelf	31
plastic chairs	39	cabinet	1
plastic floor chair	5	credenza	2
small couch	1	cupboard	13
small stools	7	drawers	1
step stool	2	Garment Rack	1
stool	21	hanging resource rack	1
stools small	16	Library Book Bin	2
task chair	7	Library Shelf	2
Teacher chair	27	Lockers	5
Visitor chair	38	Magazine Rack	14
Visitors' Chair	37	Metal Tote Trays	5
other	213	Milk crate	9
A frame whiteboard	14	pedestal	8
art drying rack	3	pigeonholes	4
Bean Bag	2	Plastic Drawer Unit	1
bed	1	resource hanging racks	2
Bin	47	Round table	1
chair mat	1	Shelving Unit	3
cutter	1	small crates	4
desktop laminator	1	small magazine rack	1
framed art wrapped	1	small stackable tubs	7
guillotine	2	Small Tote trolley	6
laminator	1	small trolley	1
Large Mobile whiteboard	1	Tote Tray	62
mobile cases	3	Tote Tray Metal	20
mobile whiteboard	6	Tote Tray plastic	3
Music Stand	1	table	307
Pc Stand	1	C Table	15
Pelican road case	1	desk	2
Portable Whiteboard	3	large rectangular table	2
printer	1	large table	1
receipt printer	1	reception desk	1
rug	27	Rectangle desk	209
school flag	1	Rectangle desk height adjustable	1
shredder	1	Rectangle desk Large	7
small A frame whiteboard	1	Rectangle desk Large low	1
soft seats	5	Rectangle desk low	17
stage block	49	rectangle table	15
step stool	4	rectangle table large	1
Whiteboard large	3	rectangle table low	7
Whiteboard small	3	Round table	3
Wobbly Stool	2	Side Table	8
Wormfarm	1	small coffee table	1
Park Bench	1	small table	1
Plants - winebarrels	20	square desk	5
Netball hoops	3	square table	1
		Teachers' Desk	2
		Rectangle table	1
		Rectangular tables	6
		Workstation	34
		I shaped workstation	3
		Office Desk	3
		Teachers' Desk	28
		Grand Total	1483

