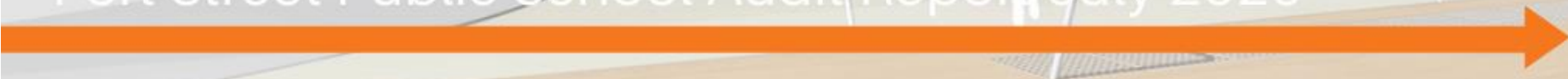




Fort Street Public School Audit Report July 2020



## Audit Overview



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

This information will be used to:

- provide relocation information for the removalist
- guide staff in preparing for the move
- assist staff in mapping the location of equipment and furniture 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.

The data was captured by Block and Room number.



## Current Volumes of Storage and Filing

Current volumes of stored material broken down are:

<b>Current Situation as Audited</b>				
	<b>Total Filing Material (LM)</b>	<b>Total Boxes (count)</b>	<b>Total Stationery/Resources/Consumables/Art (LM)</b>	<b>Total Other (LM)</b>
A Block	103	114	173	31
B Block	226	2	64	31
C Block	17	6	26	23
Shed	8	1	24	5
<b>SUB TOTALS</b>	<b>351</b>	<b>125</b>	<b>287</b>	<b>90</b>
<b>Total LM: (excluding boxes)</b>	<b>686</b>			

This can be further broken down for Filing and Resources:

Manuals, reference & bound docs	<b>278</b>	Consumables	<b>11</b>
Lever arch & ring	<b>15</b>	Resources	<b>183</b>
Loose & Manilla files	<b>54</b>	Art Supplies	<b>40</b>
Suspension	<b>5</b>	Stationery	<b>54</b>
Lateral files	<b>0</b>	<b>Total Stationery/Resources/Consumables/Art</b>	<b>287</b>
<b>Total Filing Material</b>	<b>351</b>		

Please note this does not include under desk storage as these are considered personal storage and were not audited

# Storage Volumes by Building/ Room



A Block																			A Block Total	B Block							B Block Total	C Block					C Block Total	Shed	Shed Total	Grand Total				
Aqua 1 Mr Harris	Art	Art room	Canteen	Cherie 3-4 Ms Chikidim	Classroom/Archives	Cobalt 1 Ms Helton	Emerald 1-2 Ms Bailey	Indigo 3-4 Ms St Clair	Kitchen	Line 3-4 Ms Kombanen	Magenta 1-2 Ms Wall	Maths resources	OSDH	Playground	Ruby 1 Ms Rathon	Shed	Stage	Stage Storage	Store Hall Large	Store Hall Small	The rainbow room	Amber 3 Ms Browne	B Block Reception	B Block Staffroom	B Block Store	Cleaners cupboard	Cyan 6 Mr Rogers	Library	Reading	Admin	Back Office	Bathroom	Front Office	Kitchen	Principal	Jacaranda music	Storage shed			

**Current situation as surveyed**

Summary of current material:																					A Block Total	B Block							B Block Total	C Block					C Block Total	Shed	Shed Total	Grand Total							
Total Filing Material	LM	351.0	5.0	-	2.8	-	24.5	10.0	5.5	4.0	4.5	9.0	9.0	11.0	-	2.0	-	8.0	-	2.5	-	-	1.5	3.7	103.0	6.0	-	-	24.0	-	6.0	102.0	88.0	226.0	6.0	1.0	-	3.0	-	7.0	17.0	2.0	3.0	5.0	351.0
Total Archive Boxes	Count	125.0	1.0	-	10.0	-	-	7.0	1.0	-	-	-	-	-	-	-	-	-	-	-	90.0	2.0	-	3.0	114.0	-	-	-	-	-	2.0	-	2.0	-	3.0	-	3.0	-	6.0	3.0	-	3.0	125.0		
Total Stationery/Resources/Consumables/Art	LM	287.0	14.0	4.0	20.0	3.0	1.5	-	8.0	12.0	5.0	-	12.5	9.0	20.0	7.0	-	13.0	-	-	-	22.0	13.0	9.0	173.0	10.0	7.0	4.0	20.0	3.0	10.0	10.0	-	64.0	2.0	13.0	1.0	5.0	1.0	4.0	26.0	4.0	20.0	24.0	287.0
Total Other (LM)	Various	89.0	-	-	2.0	4.0	-	5.0	1.0	-	6.0	1.0	-	-	-	-	2.0	-	3.0	-	4.0	1.0	1.0	-	31.0	-	-	14.0	-	3.0	-	-	14.0	31.0	2.0	6.0	1.0	3.0	11.0	-	23.0	1.0	3.0	4.0	89.0
<b>Current Filing Material consists of:</b>																																													
Manuals, reference & bound docs	LM	278	1.0	-	-	-	20.0	-	1.5	4.0	3.0	9.0	5.0	6.0	-	2.0	-	1.0	-	2.5	-	-	1.0	-	56.0	3.0	-	-	22.0	-	6.0	102.0	88.0	221.0	-	-	-	-	-	1.0	1.0	-	-	-	278.0
Lever arch & ring	LM	15	-	-	0.8	-	0.5	-	1.0	-	0.5	-	-	-	-	-	-	1.0	-	-	-	-	0.5	1.2	5.5	-	-	-	2.0	-	-	-	-	2.0	2.0	1.0	-	1.0	-	3.0	7.0	-	-	-	14.5
Loose & Manila files	LM	54	4.0	-	-	-	4.0	10.0	3.0	-	1.0	-	4.0	5.0	-	-	-	6.0	-	-	-	-	-	-	37.0	3.0	-	-	-	-	-	-	-	3.0	4.0	-	-	2.0	-	3.0	9.0	2.0	3.0	5.0	54.0
Suspension	LM	5	-	-	2.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.5	4.5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.5	
Lateral files	LM	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Filing Material</b>	<b>LM</b>	<b>351</b>	<b>5.0</b>	<b>-</b>	<b>2.8</b>	<b>-</b>	<b>24.5</b>	<b>10.0</b>	<b>5.5</b>	<b>4.0</b>	<b>4.5</b>	<b>9.0</b>	<b>9.0</b>	<b>11.0</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>8.0</b>	<b>-</b>	<b>2.5</b>	<b>-</b>	<b>-</b>	<b>1.5</b>	<b>3.7</b>	<b>103.0</b>	<b>6.0</b>	<b>-</b>	<b>-</b>	<b>24.0</b>	<b>-</b>	<b>6.0</b>	<b>102.0</b>	<b>88.0</b>	<b>226.0</b>	<b>6.0</b>	<b>1.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>7.0</b>	<b>17.0</b>	<b>2.0</b>	<b>3.0</b>	<b>5.0</b>	<b>351.0</b>
<b>Current Archive Boxes consists of:</b>																																													
Box Files	Count	125	1.0	-	10.0	-	-	7.0	1.0	-	-	-	-	-	-	-	-	-	-	-	90.0	2.0	-	3.0	114.0	-	-	-	-	-	2.0	-	2.0	-	3.0	-	3.0	-	6.0	3.0	-	3.0	125.0		
<b>Total Archive Boxes</b>	<b>Count</b>	<b>125</b>	<b>1.0</b>	<b>-</b>	<b>10.0</b>	<b>-</b>	<b>-</b>	<b>7.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>90.0</b>	<b>2.0</b>	<b>-</b>	<b>3.0</b>	<b>114.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>6.0</b>	<b>3.0</b>	<b>-</b>	<b>3.0</b>	<b>125.0</b>		
<b>Current Stationery/Resources/Consumables/Art consists of:</b>																																													
Consumables	LM	11	-	-	-	3.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.0	-	4.0	-	-	-	-	3.0	-	-	-	3.0	1.0	-	1.0	1.0	-	4.0	-	-	-	-	11.0
Resources	LM	183	12.0	-	-	-	1.0	-	7.0	9.0	3.0	-	10.0	8.0	20.0	-	-	11.0	-	-	-	22.0	12.0	9.0	124.0	8.0	-	4.0	-	-	8.0	9.0	-	29.0	-	2.0	-	-	-	4.0	6.0	4.0	20.0	24.0	183.0
Art Supplies	LM	40	1.0	4.0	20.0	-	-	1.0	1.5	1.0	-	1.0	-	1.0	-	7.0	-	1.0	-	-	-	-	-	-	37.5	1.0	-	-	-	-	1.0	-	-	2.0	-	-	-	-	-	-	-	-	-	-	39.5
Stationery	LM	54	1.0	-	-	-	0.5	-	-	1.5	1.0	-	1.5	1.0	-	-	-	1.0	-	-	-	-	-	-	7.5	1.0	7.0	-	20.0	-	1.0	1.0	-	30.0	1.0	11.0	-	4.0	-	-	16.0	-	-	-	53.5
<b>Total Stationery/Resources/Consumables/Art</b>	<b>LM</b>	<b>287</b>	<b>14.0</b>	<b>4.0</b>	<b>20.0</b>	<b>3.0</b>	<b>1.5</b>	<b>-</b>	<b>8.0</b>	<b>12.0</b>	<b>5.0</b>	<b>-</b>	<b>12.5</b>	<b>9.0</b>	<b>20.0</b>	<b>7.0</b>	<b>-</b>	<b>13.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>22.0</b>	<b>13.0</b>	<b>9.0</b>	<b>173.0</b>	<b>10.0</b>	<b>7.0</b>	<b>4.0</b>	<b>20.0</b>	<b>3.0</b>	<b>10.0</b>	<b>10.0</b>	<b>-</b>	<b>64.0</b>	<b>2.0</b>	<b>13.0</b>	<b>1.0</b>	<b>5.0</b>	<b>1.0</b>	<b>4.0</b>	<b>26.0</b>	<b>4.0</b>	<b>20.0</b>	<b>24.0</b>	<b>287.0</b>
<b>Current Other (LM) consists of:</b>																																													
Crockery	Various	32	-	-	-	2.0	-	-	-	-	6.0	-	-	-	-	-	-	-	-	-	-	-	-	-	8.0	-	-	13.0	-	-	-	-	-	13.0	-	-	-	-	11.0	-	11.0	-	-	-	32.0
Other (LM)	Various	57	-	-	2.0	2.0	-	5.0	1.0	1.0	-	-	1.0	-	-	-	2.0	-	3.0	-	4.0	1.0	1.0	-	23.0	-	-	1.0	-	3.0	-	-	14.0	18.0	2.0	6.0	1.0	3.0	-	-	12.0	1.0	3.0	4.0	57.0
<b>Total Other (LM)</b>	<b>Various</b>	<b>89</b>	<b>-</b>	<b>-</b>	<b>2.0</b>	<b>4.0</b>	<b>-</b>	<b>5.0</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	<b>6.0</b>	<b>1.0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>4.0</b>	<b>1.0</b>	<b>1.0</b>	<b>-</b>	<b>31.0</b>	<b>-</b>	<b>-</b>	<b>14.0</b>	<b>-</b>	<b>3.0</b>	<b>-</b>	<b>-</b>	<b>14.0</b>	<b>31.0</b>	<b>2.0</b>	<b>6.0</b>	<b>1.0</b>	<b>3.0</b>	<b>11.0</b>	<b>-</b>	<b>23.0</b>	<b>1.0</b>	<b>3.0</b>	<b>4.0</b>	<b>89.0</b>

# Equipment



The following is a count of equipment recorded onsite.  
Please see the addendum for a full summary of locations and further detail such as dimensions.



Clock - Count	12
<b>Equipment (Count), easel, etc</b>	<b>3</b>
<b>Fridge/ Freezer (Count)</b>	<b>7</b>
Toaster (Count)	2
Coffee Machine (Count)	1
Sandwich Press (Count)	2
Kettle (Count)	1
Microwave (Count)	4
<i>Other (What is other)</i>	
Other (Count)	5
Single Monitor, Comp, Keyboard, & Mouse (CWS)	13
Dual Monitor, Comp, Keyboard, & Mouse (CWS)	9
Laptop	72
Tablet	35
MFD	2
Small Desk Printer	2
Smart Board	9
Projector	1
Fixed TV	4
Mobile Charging Cart for Laptops	2
Stored IT (LM)	1
Other (Count) eg. microphone, speaker	9
<i>What is Other</i>	
Keyboard (Count)	5
Acoustic Guitar (Count)	8
Piano (Count)	2
Electric Guitar (Count)	0
Drums e.g kits and other (Count)	1
Music Stands (Count)	5
Wind Instruments (Count)	3
Violin (Count)	3
Trumpet (Count)	0
Glockenspiel (Count)	22
Other (Count)	10
<i>What is Other</i>	<i>Headphones,percussion</i>
Mats (Count)	21
Soft blocks (Count)	5
Sports Bags (Count)	10
General Sporting Equipment (M2)	2
<i>What is Sporting Equipment M2?</i>	0
General Sporting Equipment (LM)	30
<i>What is Sporting Equipment LM?</i>	<b>Bags of balls, cones, waterbottles kit bags, bats, tubs, hoops etc</b>

# Furniture

The following is a summary of furniture recorded onsite. Please see the addendum for a full summary of locations, other items and further details such as dimensions.

Items recorded under other include pictures, pinboards, whiteboards, potplants, stepladders, props, easels, art-racks, table tennis tables, etc



Block	Sum of Quantity
<b>A</b>	<b>817</b>
Appliance	3
Chairs	408
Cupboard	1
Games	14
Other	190
Shelves	3
Storage	80
Table	109
Technology	1
Workstation	8
<b>B</b>	<b>281</b>
Appliance	3
Chairs	107
Other	53
Storage	83
Table	28
Technology	1
Workstation	6
<b>C</b>	<b>93</b>
Appliance	4
Chairs	14
Other	44
Storage	22
Table	9
<b>Garage</b>	<b>76</b>
Appliance	1
Chairs	45
Other	9
Storage	12
Table	9
<b>Playground</b>	<b>3</b>
Other	3
<b>Grand Total</b>	<b>1270</b>

# Furniture

This is a detailed breakdown of the furniture by room

*NB: The floorplans provided didn't identify the room numbers for Block B and C so these have been made up – data can be updated to reflect the correct naming if required. Store refers to the external storeroom or garage. Outside is in the playground.*



Room	Appliance	Chairs	Cupboard	Games	Other	Shelves	Storage	Table	Technology	Workstation	Grand Total
AR0001		24			2		7	8		1	42
AR0002		28			6		5	6		1	46
AR0003		30			5		4	6		1	46
AR0006		8	1		2	3	2	2	1		19
AR0008							9	1			10
AR0009		49			16		2	8			75
AR0010		100		3	23		4	1			131
AR0011					1		3				4
AR0021					1		1				2
AR0022		4			1		3	2			10
AR0023		29		4	4		5	8		1	51
AR0025					19						19
AR1001	1	26			2		4	11		1	45
AR1002		29			3		6	11		1	50
AR1003	2	29			4		3	13		1	52
AR1005		7					3	1			11
AR1007		3			2		4	3			12
AR1008					2		3				5
AR1009		29			3		5	12		1	50
AR1011					7		3				10
B Amber	1	37			2		8	9		2	59
B Art Store		1			38		6				45
B Cyan		30			3		9	10	1	1	54
B Library	1	21			3		45	4		2	76
B Library Store	1						12				13
B Reception		4			4			1		1	10
B Staff		14			2			4			20
B Stationery Store					1		3				4
C Back Office	1	2			4		5	1			13
C Front Office	2	2			4		1	3			12
C Hall							2				2
C Kitchen	1				2						3
C Principal		5			12		11	2			30
C Reception		3			5		3	3			14
Jacaranda	1	28			5		2	6			42
Outside		15		7	94		4	16			136
Store		17			4		10	3			34
(blank)											
AR0027 Hall Store					13						13
<b>Grand Total</b>	<b>11</b>	<b>574</b>	<b>1</b>	<b>14</b>	<b>299</b>	<b>3</b>	<b>197</b>	<b>155</b>	<b>2</b>	<b>14</b>	<b>1270</b>



## Addendums



The following addendums have detailed information for Equipment and Furniture:

- 200713 FSPS Equipment Data
- 200713 FSPS Furniture Data