

I.D.E.A. (Inventory Database and Equipment Access) is a registered application designed and programmed in-house to provide for FF&E management from project concept to completion. I.D.E.A is fully customizable prior to, during and after its project use in order to satisfy any need. The base I.D.E.A system is designed such that all FF&E can be recorded in a single database allowing a complete picture of needed procurements, repurposing, disposition, barcoding and total budgets.

IPS INVENTORY PROJECT

Relocation Strategies was hired by Indianapolis Public Schools (IPS) to provide furniture management and to advise on furniture selection standards for schools within their district. We inventoried 54 schools and provided the reports for all inventoried schools.

All items will be inventoried under School Name. With the exception of the Teacher's Lounges. That will be the School Name and then Teacher's Lounge.

Each item will be photographed (1) time ONLY for (A), (C) and (F).

*NOTE- All items should be tagged as the "current use"- not what they actually are (Example- banquet chairs used around a conference room table need to be listed as- Furniture/Chair/Conference- this allows them to see where they need to purchase new items)

Lounge Seating is the only seating we need to get sizes on, get sizes on all other items.

INVENTORY ITEMS

- Desks
- Chairs
- Guest Chairs
- Lounge Chairs
- Bookcase / Shelves
- Tables
- Stools
- Workstations
- Coat Racks
- Mail Cubbies
- Display / Trophy Cases
- Files/ Cabinets
- Folding Chairs
- Rolling Carts
- Musical Instrument Storage
- Kitchen Items- nothing behind serving lines
- Bleacher's portable

GRADING DEFINITIONS

(REMINDER COLOR DOESN'T MATTER- ALL COLORS CAN BE REUSED)

GRADE A

- No Visible Wear and Tear
- Not Soiled
- Lots of Life Left

GRADE C

- Visible Wear and Tear
- Lightly Soiled or has graffiti that isn't offensive
- Still has Life Left

GRADE F

- Damaged
- Heavily Soiled or has graffiti with bad words or pictures
- Make of wood- example stump/log chairs
- Not actual school furniture that can be reused
- No Life Left

