Society Name: Medical Students' Representative Council (MSRC)				
	Person Completing Log: Henry Clark (Co-Secretary)			

Areas where storage items are held:	
Location	Specific Area
Other UoL	MSRC Office, Level 8, Worsely Building

Guide to using this document: Use the equipment logger to keep track of your society equipment. There are several benefits to effective equipment managent: spot when you might need to start renewing old equipment and plan your budget accordingly, ensure your equipment is safe to use and in a good condition, to be used if item is damaged/stolen causing you to need to claim insurance, tracking where items are during committee handover. As a team it helps us ensure you are supported in the management of expensive or dangerous equipment, and that we can find you the right storage areas if this needs reviewing.

The columns highlighted in 'yellow' are requirements to include, the rest is optional but best practice. Once complete, upload to Engage and add to throughout the year.

If you have your own equipment log, you can use this instead but it must be uploaded to Engage.

If you do not have any equipment, then upload this document document and write N/A in the line for the first item.

Item	Condition of equipment	PAT tested	Date purchased	Date will need replacing	Value	
Card Machine (x1)	New/ like-new	No - not applicable	N/A	N/A	£	25.00
Unclaimed School of Medicine Merchandise	New/ like-new	No - not applicable	Between 2022-2025	N/A	£	783.67
Donated Lab Coats (x34)	Good/ usable	No - not applicable	N/A	N/A	£	850.00
Desk Lamp (x1)	Good/ usable	Yes	N/A	N/A	£	10.00
Desk Chairs (x3)	Deteriorating but OK	No - not applicable	N/A	N/A	£	25.00
Desk (x1)	Good/ usable	No - not applicable	N/A	N/A	£	50.00
MSRC Trophy (x1)	New/ like-new	No - not applicable	N/A	N/A	£	40.00
DVD Player (x1)	Good/ usable	No - needs doing	N/A	N/A	£	10.00
A4 Certificate Frames (x9)	New/ like-new	No - not applicable	N/A	N/A	£	20.00
Board Games (x2)	Needs replacing soon	No - not applicable	N/A	N/A	£	5.00
Miniature Plastic Trophies (x2)	Good/ usable	No - not applicable	N/A	N/A	£	2.00
Filing Cabinet (x1)	Good/ usable	No - not applicable	N/A	N/A	£	80.00
Desk Drawers (x1)	Good/ usable	No - not applicable	N/A	N/A	£	30.00
Fairly Light Chain (x1)	Good/ usable	No - needs doing	N/A	N/A	£	15.00
Mugs in Plastic Box (x15)	Good/ usable	No - not applicable	N/A	N/A	£	10.00
Fizzy Drink Bottles (x7) and Tea Bags (x1 box, x1 bag)	Good/ usable	No - not applicable	N/A	N/A	£	20.00
Box of Plastic Cutlery (x1)	Deteriorating but OK	No - not applicable	N/A	N/A	£	5.00
Plastic Cups, Sweety Bags and Napkins	Good/ usable	No - not applicable	N/A	N/A	£	-
Bale Arm Crates (x3)	Good/ usable	No - not applicable	N/A	N/A	£	-
Files/Folders/Paperwork from previous MSRC committees	Deteriorating but OK	No - not applicable	N/A	N/A	£	
X-posure UG RadSoc Vertical Banner (x1)	New/ like-new	No - not applicable	N/A	N/A	£	40.00
MedSoc Painted Canvas (x2)	Deteriorating but OK	No - not applicable	N/A	N/A	£	40.00
MedSoc Trophies (x4)	New/ like-new	No - not applicable	N/A	N/A	£	80.00
Packets of Round Plastic Tubs (x3)	Good/ usable	No - not applicable	N/A	N/A	£	15.00
MedSoc Photos in Frames (x2)	New/ like-new	No - not applicable	N/A	N/A	£	20.00
Artificial Outdoor Candle Lamps (x2)	Good/ usable	No - not applicable	N/A	N/A	£	15.00
Paper, Stationary and Plastic Wallets	Good/ usable	No - not applicable	N/A	N/A	£	13.00
Bag of 'QUPI' pens and MSRC badges	New/ like-new	No - not applicable	N/A	N/A	£	
Box of photos from previous MSRC/MedSoc event	New/ like-new	No - not applicable	N/A	N/A	£	
Box of prioros from previous morte/medode event	IVEW/ IIRC-HEW	140 - Hot applicable	INA	IVA	£	
					£	
					£	
					£	
		 			£	
					£	
					£	
					£	
					£	
					£	
		-			£	
		 	 		£	
		 	 		£	
					£	
					£	
					£	
					£	
					£	