Society Name: Daoist Taichi & Qigong
Person Completing Log: Mia Morris

Areas where storage items are held:

Location	Specific Area

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
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