Inventory - Document Box (50 persons)

#	Unit	Binder Section	Description
20	Ea	Registration	Dormitory Registration (English)
10	Ea	Registration	Dormitory Registration (Spanish)
2	Ea	Registration	Clients Who Must Register Reminder/Sign
10	Ea	Registration	Storage Agreements
10	Ea	Front	Daily Shelter Log
5	Ea	Front	Shelter Referral Log
5	Ea	Reporting	Daily Shelter Report
5	Ea	Inspection	Opening/Closing Inspection
5	Ea	Inspection	Shift Inspection
10	Ea	Staff Sign-In	Staff Sign-In
2	Ea	Staff Sign In	Example Position Description: Shelter Manager
2	Ea	Staff Sign In	Example Position Description: Shelter Staff
5	Ea	Visitor Sign-In	Visitor Sign-In (English)
5	Ea	Visitor Sign-In	Visitor Sign-In (Spanish)
5	Ea	Client Sign-In	Client Sign-In
1	Ea	Front	Operating a Shelter Checklist
5	Ea		Emergency Welfare Inquiry - English
5	Ea		Emergency Welfare Inquiry - Spanish
5	Ea		Unaccompanied Minor/Separated Child Report
2	Ea		Multilingual Shelter Communication Tool
3	Ea		Shelter Rules Signs
3	Ea		Dormitory Rules Signs
2	Ea	Front	Tip Sheet: Maintaining Shelter Logs
2	Ea	Registration	Tip Sheet: Using Wrist Bands in Shelters
2	Ea	Registration	Tip Sheet: Caring for Shelter Client Belongings
2	Ea	Registration	Tip Sheet: Persons Required to Register with Gov't Agencies
2	Ea	Staff Sign In	Tip Sheet: First Time Shelter Workers
2	Ea	Staff Sign In	Tip Sheet: First Time Shelter Manager
2	Ea	Tip Sheets	Tip Sheet: Providing Shelter Client Dignity
2	Ea	Tip Sheets	Tip Sheet: Transportation for Shelter Clients
2	Ea	Tip Sheets	Tip Sheet: Support for Pre-Disaster Homeless Clients
2	Ea	Tip Sheets	Tip Sheet: Evicting Shelter Clients
2	Ea	Tip Sheets	Tip Sheet: Managing Shelter Staff Conflicts
2	Ea	Tip Sheets	Job Tool: Cot Cleaning Instructions
2	Ea	Inspection	Job Tool: ADA Checklist
5	Ea	ICS Forms	ICS 213: General Message
5	Ea	ICS Forms	ICS 213RR: Resource Request
5	Ea	ICS Forms	ICS 214: Activity Log

Last updated April 2024