



Preservation Services Leaflet

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In-House Supply Stockpile Checklist

OPERATIONAL SUPPLIES

Table with 4 columns: Item Name, Location, Quantity, Date Checked. Lists various supplies like batteries, brooms, extension cords, etc.

PACKING SUPPLIES

	Location	Quantity	Date Checked
boxes, cardboard	_____	_____	_____
bread trays, plastic buckets (for photos)	_____	_____	_____
freezer or waxed paper	_____	_____	_____
hoses, water	_____	_____	_____
labels, adhesives	_____	_____	_____
milk crates, plastic	_____	_____	_____
notepads	_____	_____	_____
packing slips	_____	_____	_____
pens/pencils	_____	_____	_____
plastic sheeting	_____	_____	_____
scissors	_____	_____	_____
tape, filament	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRYING SUPPLIES

clothesline (30lb monofilament or nylon)	_____	_____	_____
clothes pins, plastic	_____	_____	_____
dehumidifiers	_____	_____	_____
fans	_____	_____	_____
hygrometers	_____	_____	_____
paper for interleaving (paper towels or unprinted newsprint)	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONSTRUCTION

MATERIALS

	Location	Quantity	Date Checked
crowbar	_____	_____	_____
duct tape	_____	_____	_____
hammers	_____	_____	_____
hand saw	_____	_____	_____
ladders	_____	_____	_____
nails, miscellaneous sizes	_____	_____	_____
plywood, assorted sizes	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____