

COMMUNITY FACILITIES STOREMAN REQUEST

Requested by

Contact number/Email address

Date submitted: _____ Date required: _____

Instructions
(Pick up & Drop
off Details:

No of Tables

Number of Chairs

Staging

Internal account codes must be provided in order to process your request

Account Code (Internal)

Cost Centre (Internal)

*Please note labour charge - £30.00 per hour/per storeman
Delivery Monday-Thursday (No Store deliveries on a Friday)
(Price subject to change annually)*

Minimum of 2 weeks' notice (may vary depending on nature of request)

Please return storeman request to:
Community Facilities
2nd Floor West, Cunninghame House
Irvine
KA12 8EE

Storeman contact number (Kevin): 07775842682
Email address: communityfacilities@north-ayrshire.gov.uk

For Office Use Only

Checklist/Conditions

- Pre site inspection required
- Item weighs less than ____kg
- Item(s) easily/safely moved/
transported
- Furniture fits into lift or is being
moved on same level
- Staff assistance available
- Staff assistance trained

Approved by:

.....
Date:

For Office Use Only

Income Spreadsheet Updated

Date Issued

Labour (Hours) _____

Invoice Number

Date Issued

Recharge (£) _____

Internal Account Number

Date Issued