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

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Income Spreadsheet Updated ___________ Date Issued ___________
Labour (Hours) ___________ Invoice Number ___________ Date Issued ___________
Recharge (£) ___________ Internal Account Number ___________ Date Issued ___________

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: ____________________

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