

## Wenatchee School District Portable Chairs Inventory

### FOLDING CHAIRS

Site Name	# Racks	Deliverable Folding Chairs on Carts	Total Available Chairs	First Contact for Reserving Chairs
Lincoln	8	200	200	Jim Harris
Maintenance & Operations	4	115	115	Kathryn Marquis
Pioneer	5	100	100	Mike Montgomery
Orchard	2	50	250	Matt Nuxoll
Columbia	0	0	290	Conger Carver
Sunnyslope	0	0	250	Tim Abel
Lewis & Clark	0	0	210	Bob Harrison
Foothills	0	0	200	Les Scott
Washington	0	0	180	Dave Noll
Mission View	0	0	175	Dennis Swanson
Newbery	0	0	150	Steve Morris
Westside	0	0	20	Ken Boyd
Wenatchee High	0	0	0	Roger Gunderson (Temp)
<b>Grand Total</b>	19	465	2140	

### M&O EMPTY CHAIR CARTS AVAILABE -- 25 CHAIR CAPACITY EACH

Maintenance & Operations	4	565	N/A	Kathryn Marquis
Deliverable Chairs number above represents the total number of chairs in the district deliverable by cart.				

### FOLDING TABLES

Site Name	# Racks	Folding Tables on Carts	Total Available Chairs	First Contact for Reserving Chairs
Maintenance & Operations	1	22	22	Kathryn Marquis

### GYM FLOOR TARPS

Site Name		200 Sq. Foot Tarps		First Contact for Reserving Chairs
Maintenance & Operations		3	N/A	Kathryn Marquis

### Process for Requesting Delivery of Chairs, Tables, and other Event Materials:

1. Determine the number of chairs, tables, tarps, etc. that will be needed.
2. Reference the District inventory for portable chairs.
3. Call or e-mail the site contact to reserve those chairs. In-building events take priority over out-of-building events for chair use. Reserve early. M&O chairs are first-reserve-first-use.
4. Fill out the Chair/Table Request form completely.
5. Sign the use agreement and provide a budget number for replacement/repair/or cleaning.
6. Give a copy to the lead custodian and then Fax or Pony the form to M&O. Two week lead time.
7. Lead custodian places a work order for delivery and return of the chairs.
8. Chairs will be delivered to a central location at your site.
9. Chairs need to be returned to the appropriate racks and placed at the same location for pickup.