

Garages / Inventory 2025

Here is the information for the reorganization of our garages and our inventory. Please let me know if you have any questions. This needs to be finished as soon as possible.

Garages



- We will only be utilizing the first four racks (from the left if you are facing the garages.) These racks are to hold items pending surplus and/or ready to be discarded.



- All items that can be sent to the dump need to be on the floor in Bay 1 (from the left if you are facing the garages.) This includes the Chromebook cabinets, basically anything that's not actual e-waste. Please re-arrange the vehicles in order to make this work. The trailer has a lock on it, so it can be stored outside and not in the bay. If we need more space we will make that happen at that time.

.....do you really need a photo of the floor? Come on.

- All things that will be for sale on GovDeals can go on rack five. They already have some triplite mounts on them (which is the item for sale.) We will be saving 4 of those mounts for ourselves and they will be stored in our office inventory.



- All Salto equipment shall go on the rack furthest to the right. Please organize it by color dot first if it's on there, otherwise by model/type of equipment.



- The HR desk risers can stay, just place them on rack six and add a label as well.

Office Inventory



- All items that we actively use can be kept, but they need to be organized properly. If they are electronic/have batteries in them, please store them in the climate controlled garage.
- Keep USB-C / DP / HDMI / Audio / long USB 2.0 printer cables and designate a specific bin for them. I will go buy some if we need them.
- Keep only ready to use CB parts. All the rest of the CB Graveyard goes to E-Waste.
- I will remove the mobility items that are actually able to be used. Please put the exercise bike in the dump pile.
- **E-WASTE EVERYTHING we don't actively use.**

.... but ask me first!

FAQ:

Do we need to label things? Yes, I have labeled the racks in the garages already, but I would like the CC Garage and the office inventory also labeled. The bins can be labeled USB-C, HDMI, etc. The CC Garage can have the shelves labeled based off of the type of item for simple organization.
"Chromebook Batteries"

Do we need to do anything else while we are organizing? Yes, please make sure all items going in discard are properly marked that way in inventory, and please make sure that the items we have are properly inventoried. You don't need to inventory each individual HDMI cable, but we need items like Document Cameras, Chromebook Parts, and Document Scanners all inventoried. Daniel, our inventory champion, I would like to you please name and create the ability to check out to the racks in the CC garage, the main garage, and in the office inventory.

Please add any other questions in here and I will answer them for you.

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