

# All Saints Community Hall

Station Road, Melbourn, Cambridgeshire, SG8 6DX

## Equipment Inventory

### 1. Furniture

#### Tables

Quantity	Length	Width	Height	Comment
10	1820	680	700	Grey marble top
1	1820	610	700	Grey patterned top
2	1210	610	700	Grey patterned top
4	910	680	700	Grey marble top
1	1210	690	590	Red top – child height
2	1210	690	590	Blue top – child height

Note: Dimensions in millimetre. Two 1820 mm long tables normally reside in the meeting room.

#### Chairs

Quantity	Description	Colour	Comments
77	Padded chair	Blue	Ten normally reside in the Meeting Room
7	Plastic chair	Blue	Child height
8	Plastic chair	Red	Child height
1	Fold up timber chair	Varnished	Normally resides in the kitchen

### 2. Kitchen Equipment

#### Cutlery

Quantity	Description	Type	Comments
43	Teaspoon	Plastic handled blue pattern	Kept in the three draws under the worktop by the hatch to the hall.
50	Fork	Plastic handled blue pattern	
46	Knife	Plastic handled blue pattern	
49	Desert spoon	Plastic handled blue pattern	
-	Miscellaneous knives, forks and spoons		

#### Crockery – White set

Quantity	Description	Size	Comments
56	Side plate	6 ½"	Kept in the left and right hand cupboards under the worktop by the hatch to the hall
60	Bowl	6"	
54	Large plate	10 ¼"	
-	Miscellaneous plates and bowls		

#### Crockery – Spare set

In the cupboard to the right of the cooker there are two further sets of patterned plates and bowls if more crockery is required (approximately 30 of each of small plates, large plates and bowls).

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## Cups and Saucers – Grey tulip set

Quantity	Description	Comment
35	Teacup	Kept in the single left hand cupboard opposite the window
46	Saucer	

## Cups and Saucers – Off white notched base

Quantity	Description	Comment
29	Teacup	Kept in the double right hand cupboard opposite the window
36	Saucer	

## Cups and Saucers – White flat based

Quantity	Description	Comment
21	Teacup	Kept in the right hand cupboard opposite the window
30	Saucer	

## Mugs

There are 69 mugs of assorted size, shape and colour in the cupboard to the left of the cooker hood.

## Miscellaneous crockery

In the cupboard opposite the window, there is a small selection of milk jugs and small glass dishes.

## Glasses

Quantity	Description	Comment
35	Tall tumbler	Kept in the cupboard to the right of the cooker hood
14	Short tumbler	

## Miscellaneous kitchen items

Quantity	Description	Comment
5	Trays	Assorted sizes kept to the right of the fridge
1	Microwave oven	
1	Gas Hob	Self ignition – turn knob to start and wait till lit before setting
1	Electric oven	Control switch is on the wall to the left of the oven
2	Fridges	One has a small freezer compartment
1	Timer	Portable mechanical elapsed timer
2	Kettles	
1	Hot water heater	For making hot drinks like a kettle – allow 25 minutes to heat up
1	Tea towels	Various
1	First Aid kit	Behind kitchen door
1	Fire blanket	Behind kitchen door

## Cleaning cupboard (door nearest the hall in the corridor)

There is a broom, 2 mops with buckets, dust pan and brush. The pole for extending the screen is also in the cleaning cupboard. Please use the cleaning equipment to clear up after the event and use the sluice sink in the ladies for obtaining and disposing of cleaning water.