**Apartment Shelter Project**

**(Re)Stocking List at New Lease or Move-out**

*The Family Promise Facilities Assistant stocks these items when a new apartment is leased as a shelter or when a family moves out and the apartment will be utilized as a shelter for a new guest family. These items do not need to be signed off as being received by the guest family, so they are not included on the Intake & Exit Inventory. The items may be taken by the guest family when they leave, regardless of the conditions of their departure. These items are intended to last 12 weeks. If a guest family is in the shelter program longer than 12 weeks, they are responsible for purchasing their own supplies, and may request financial support to do so from their case manager.*

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| --- | --- | --- |
| **Required Items** | **Check if Stocked** | **Notes (condition, quantity, etc.)** |
| Paper towels (24 rolls) |  |  |
| Toilet paper (36 rolls) |  |  |
| Napkins (200+) |  |  |
| Sponges (4+ for dishes) |  |  |
| Brillo pads (1 box of 12+) |  |  |
| Dish Soap (32 oz bottle) |  |  |
| Laundry detergent (60+ loads) |  |  |
| Dryer sheets (Box of 60+) |  |  |
| 13-gallon Trash Bags (Box of 36+) |  |  |
| Liquid Hand Soap dispensers |  |  |
| Liquid Hand Soap refill (32+ oz) |  |  |
| Shower Liner with rings |  |  |
| Small First Aid Kit |  |  |
| Toilet Bowl Cleaner (2 bottles) |  |  |
| Anti-bacterial Multi-Surface Spray Cleaner (2 bottles) |  |  |
| Pillows |  |  |

Unit Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of (Re)Stocking:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Staffperson:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_