

# Community Arts Centre - Stock Rotation Review

Check the order in which stored supplies should be used and identify stock needing attention. Setting: Community Arts Centre.

## Contact and reference

Name or team reference \*

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Reply email, if needed

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Date of record \*

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## Stock Rotation Review

Shelf or storage group checked \*

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Date labels or rotation markers observed \*

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Items out of sequence or with unreadable labels \*

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Proposed reordering or review of affected stock

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## Community Arts Centre

Studio, workshop session or exhibition reference \*

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Art material, work surface or shared tool involved \*

Drying time, material storage or studio turnover needs

## Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record \*

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want this form tailored to your organization? Klarstig's professional services are included at no additional service charge.**

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