

Appendix 4-4

INVENTORY LIST

ITEMS	MINIMUM NO.	NO. ON HAND
CASHIER'S COUNTER	PACKAGES	PACKAGES
Shopping bags	500	350
Tissue paper	30	40
Labels	10	8
Computer paper	40	50
Order forms	25	20
Printer toner	3	4
Pens	30	35
Pencils	15	20
Markers	20	25
Calculators	3	4
Tape	25	20
Gift Boxes	50	35
Scissors	4	5
Writing pads	30	36
Envelopes	5	8
Telephone message pads	5	6
Pins	10	12
Chalk	2	3
Garment bags	50	55
Price tags	300	200
Price tag dispensers	2	3
CLEANING SUPPLIES	BOTTLES/PACKAGES	BOTTLES/PACKAGES
Glass cleaner	20	15
Paper towels	40	10

ITEMS	MINIMUM NO.	NO. ON HAND
Floor cleaner	15	10
Carpet cleaner	5	6
All purpose cleaner	15	12
Bathroom cleaners	10	12
Tissue paper	50	65
Hand soap	10	30
Dish soap	5	6
OTHER		
Hangers	300	500
Hooks	100	250
Light bulbs	35	20
Signage	400	600
Tool kit	1	1
Ladder	1	1
Broom	2	2
Mop	2	2
Bucket	2	2
Steamer	2	2
Vacuum cleaner	1	1