Give each item a home

A storage location works when it is easy to describe and easy to return to.

Name locations by room, unit and shelf: hall cupboard, left box; garage, cabinet A, middle shelf. Avoid a system that requires you to remember colours or tiny codes. Keep each description short enough for a label. Check that the arrangement respects the equipment instructions and keeps sharp, heavy or hazardous items out of inappropriate reach.

A practical example

Put the location code on the inventory sheet and the container. If you change the arrangement, update both at the same time. A simple map is more useful than an elaborate system that nobody maintains.

Make a note
Sketch one storage unit and write a plain-language name for each section.

Notice condition before use

A quick observation belongs in the record when something needs attention.

Use neutral descriptions: handle loose, label unreadable, cable covering damaged, part missing. A note is not a diagnosis. Set aside an item you believe may be unsafe and seek the manufacturer's guidance or a qualified professional. Do not use this notebook as a repair procedure or a reason to continue with damaged equipment.

A practical example

Write what you can observe, when you saw it and who will follow up. Keep inspection or service documentation with the item's record rather than relying on a sticky note that may fall off.

Make a note
Write a sample condition note with an observation, date and next person to contact.

Toolkit inventory

Print a fresh copy whenever you need it. These are writing sheets, not interactive PDF forms.

Item and identifying detail

Where it belongs

Instructions or manual location

Observed condition / date

Next check or action