

Inventory Template



Partners in Project Green's [Material Exchange](#) program facilitates the exchange of material generated within our stakeholder community to divert waste from landfill and move towards a circular economy. Through this program, organizations provide information about the material they would like to offer. Partners in Project Green staff then facilitate interactions between participants to complete and promote successful exchanges.

Whether it is a couple items taking up storage space or a large renovation project, knowing what is to be kept internally and what to get rid of can be a logistical nightmare. Fortunately, this template guides the user into creating a comprehensive project inventory. This will help identify the types of materials that will need to go, in addition to gathering important metrics for tracking and reporting.

Note: *Most of the material through this program goes to non-profit and small community organizations. To ensure fair and equitable distribution of resources, it is highly encouraged that organizations submitting material budget for the transportation of materials to their new home. It also takes time to make connections and find a willing taker for used material. Therefore, the more time given to complete an exchange, the more likely the exchange is to be successful. A minimum of 3 weeks is recommended.*


Organization:

Project Lead:

Address:

Date:

Inventory

Item	Qty	Description	Material Composition	Dimensions Per Item (cm)	Weight Per Item (kg)	Cost Per Item if Bought Brand New	Waste Stream if Not Reused (landfill, recycling, reuse internally)	Due date (DD/MM/YR)	Overall Condition (like new, used but good, fair, poor)	Image
Ex: Desk	4	Light brown used at an office station	- Medium density - Fiberboard	146 W 76.2 D 76.2 H	34.05	\$125	Landfill	30/08/24		

Inventory

Item	Qty	Description	Material Composition	Dimensions Per Item (cm)	Weight Per Item (kg)	Cost Per Item if Bought Brand New	Waste Stream if Not Reused (landfill, recycling, reuse internally)	Due Date (DD/MM/YR)	Overall Condition (like new, used but good, fair, poor)	Image

Inventory

Item	Qty	Description	Material Composition	Dimensions Per Item (cm)	Weight Per Item (kg)	Cost Per Item if Bought Brand New	Waste Stream if Not Reused (landfill, recycling, reuse internally)	Due Date (DD/MM/YR)	Overall Condition (like new, used but good, fair, poor)	Image