



Bellingham Block Party Trailer Inventory Checklist

Complete this form as you reload the trailer after your block party is over.

Describe any damages or lost items in the comments box.

Sign the bottom of the form and return the clipboard and form to the trailer when finished.

Item	Instructions	Comments
1) Wheel chocks (4)	Triangular blocks placed under the wheels of the trailer - City staff will remove when they pick up the trailer.	
2) Ratchet straps (4)	Use straps to secure tables, chairs, and other items. See instructions for operating the ratchet taped to the inside of the trailer.	
3) Folding tables (5)	Wipe down all tables and chairs using the cleaning materials provided prior to putting them away. Secure with ratchet straps.	
4) Folding chairs (20)	Wipe down all tables and chairs using the cleaning materials provided prior to putting them away. Secure with ratchet straps.	
5) Easy-up canopies (2)	If necessary, wipe down canopies using the cleaning materials provided prior to putting them away. Secure with ratchet straps.	
6) Cleaning supplies	Use the spray and paper towels provided to wipe down all tables, chairs and other trailer materials as needed before replacing them inside the trailer.	

7) Barricades (4)	Replace barricades inside the trailer when the block party is over.	
8) Water cooler (1)	To be filled with water only! Empty all remaining water, dry using paper towels provided, and store with the lid off.	
9) First Aid Kit (1)	Indicate supplies used, if any.	
10) Fire extinguisher (1)	To be used for emergency purposes only. Indicate if used.	
11) Giant Connect Four (1)	Store with circular disks replaced inside the game. Be mindful to lift the game by the legs and not the top or the pieces will fall out!	
12) Giant Jenga (1)	Replace all 54 pieces in the bag provided.	
13) Hula Hoops (6)	Wipe down using cleaning supplies provided. Hang on the hook provided.	
14) Sidewalk Chalk	Replace all chalk pieces in the box provided.	
15) Footballs (2)	Clean using supplies provided.	
16) Cornhole bean bag toss (1 game set)	Wipe down using cleaning materials provided. Replace bean bags in the box provided.	
17) Pack of nametags	Replace unused nametags in the box provided.	
18) Block party banner (1)	Roll up the banner.	
19) Lock	After all supplies have been loaded and this form completed, relock the back door of the trailer using the lock provided. Keep the trailer door locked at all times while not in use.	

I, _____ certify that the materials listed have been returned as instructed on this checkout form. Any lost or damaged materials have been described in the adjacent comments box.

Signature _____ Date _____

STAFF REVIEW AND VERIFICATION: _____ Date _____