

Resource schedule template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Resource	Type	Date	Start	End	Requester	Location	Returned

Resource schedule template

FILLED EXAMPLE - all names and appointments are fictional.

Resource	Type	Date	Start	End	Requester	Location	Returned
Camera kit A	Equipment	12 May	08:00	17:00	Morgan	Studio	Yes
Huddle 2	Room	12 May	13:00	14:00	Sam	Floor 3	Yes
Van 2	Vehicle	13 May	07:00	12:00	Riley	Lot B	No
Projector cart	Equipment	14 May	09:00	11:00	Ava	Boardroom A	Yes