

HEA THEATER

Nightly Inventory & Condition Log

Month / year: _____

Building attendant: complete one row before leaving each event.

Count and record: 7 handheld mics • 8 lapel mics • 3 mic stands (behind the stage). Inspect equipment for damage.

Condition checks: Bathrooms and dressing rooms: clean, orderly and free of damage. Control-board area: clean, clear of trash/liquids and free of damage. Mark **OK** or **ISSUE** in each condition column.

Date	Time	Handheld mics Expected: 7	Lapel mics Expected: 8	Mic stands Expected: 3	Bathrooms OK / ISSUE	Dressing rooms OK / ISSUE	Control-board area OK / ISSUE	Equipment condition OK / ISSUE	Attendant initials

ISSUES / MISSING ITEMS / ACTION TAKEN

Record the date, issue, action taken and who was notified. Report missing or damaged equipment to IT; report room-condition issues to Maintenance.

Initials identify the attendant who completed the inventory and condition checks.