Furniture Inventory Sheet Template

How to Set Up Your Inventory Sheet in Google Sheets

Step 1: Create the Sheet

1. Open your MFTNB Google Sheets file
2. Click the + at the bottom to add a new sheet
3. Name it exactly: **Furniture Inventory**

Step 2: Add Column Headers (Row 1)

Copy these headers into Row 1:

A	B	C	D	E	F	G	H	I	J
ID	Name	Category	Condition	Description	Price	Location	Date Added	Status	Photos

Step 3: Set Up Data Validation

For Column C (Category):

1. Click column C header
2. Data > Data validation
3. Criteria: List of items
4. Enter: `Living Room, Bedroom, Dining, Kitchen, Office, Outdoor, Appliances, Decor, Other`

For Column D (Condition):

1. Click column D header
2. Data > Data validation
3. Criteria: List of items
4. Enter: `Excellent, Good, Fair`

For Column F (Price):

- Just enter text like: `$150 or free for families in need`
- Or: `Free for families in need`
- Or: `$200 (fundraiser item)`

For Column G (Location):

1. Click column G header
2. Data > Data validation
3. Criteria: List of items
4. Enter: `Garage, Sea can, In transit, Client home`

For Column I (Status):

1. Click column I header
2. Data > Data validation
3. Criteria: List of items
4. Enter: `Available, Pending, Claimed, Sold, Removed`

Step 4: Format the Sheet

Freeze header row:

- View > Freeze > 1 row

Bold the headers:

- Select Row 1
- Click Bold (Ctrl+B)

Add conditional formatting for Status:

1. Select column I (Status column)
2. Format > Conditional formatting
3. Rule 1: If text contains "Available" → Green background
4. Rule 2: If text contains "Pending" → Yellow background
5. Rule 3: If text contains "Sold" → Gray background
6. Rule 4: If text contains "Claimed" → Blue background

Sample Data Rows

Here are examples to copy into your sheet:

Row 2:

1 | Blue Fabric Sofa | Living Room | Good | 3-seater couch, navy blue fabric, minor wear on armrests but clean and comfy | $150 or free for families in need | Garage | 2025-01-15 | Available | https://drive.google.com/... |

Row 3:

2 | Queen Bed Frame | Bedroom | Excellent | Solid wood frame, dark cherry finish, no mattress included | $200 or free for families in need | Sea can | 2025-01-12 | Available | https://drive.google.com/... |

Row 4:

3 | Dining Table Set | Dining | Good | Round oak table with 4 cushioned chairs, minor scratches on table top | $175 or free for families in need | Garage | 2025-01-10 | Sold | https://drive.google.com/... |

Row 5:

4 | Office Chair | Office | Fair | Black mesh office chair, adjustable height, wheels work, some wear on seat | $50 or free for families in need | Garage | 2025-01-08 | Claimed | https://drive.google.com/... |

Row 6:

5 | Dresser | Bedroom | Excellent | 6-drawer dresser, white finish, all drawers glide smoothly | $120 or free for families in need | Sea can | 2025-01-06 | Available | https://drive.google.com/... |

Daily Management Tips

When You Pick Up Furniture:

1. Take photos immediately
2. Upload photos to Google Drive (create folder: "MFTNB Furniture Photos")
3. Get shareable link for photo folder
4. Add new row to inventory sheet
5. Fill in all columns
6. Status = "Available"

When Someone Inquires:

1. Find item in sheet
2. Update Status to "Pending"
3. Add note in a new column (K) with person's name and date

When Item is Delivered/Sold:

1. Find item in sheet
2. Update Status to "Claimed" (if free) or "Sold" (if purchased)
3. Add notes: Date delivered, price paid (if applicable)

Weekly Cleanup:

1. Archive old items (Status = Sold/Claimed for >30 days)

2. Move to "Archive" sheet to keep Inventory clean
3. Review what's available, plan Facebook posts

Photo Management

Option 1: Google Drive Folder Per Item

```
MFTNB Furniture Photos/
├── 001-blue-sofa/
│   ├── front.jpg
│   ├── side.jpg
│   └── closeup.jpg
├── 002-queen-bed/
│   ├── assembled.jpg
│   └── detail.jpg
```

In inventory sheet Photos column: `https://drive.google.com/drive/folders/[folder-id]`

Option 2: Single Shared Album

- Create Google Photos album: "MFTNB Furniture Inventory"
- Add photos with item name in description
- Share album link
- **In inventory sheet:** Put album link in Photos column