# ABSTRACT

Our Banquet departments have 2 storerooms, which is called the supply store and the linin store. In the supply store we use it to keep general equipment we use it to keep different types of fabric used for banquet and store equipment. However, the arrangement is quite unorganized and some equipments were not labelled, eventhough it is very important in which should not be forgotten.

In our supply store have been various amount of equipment unorganized, which makes it inconvenient, time consuming and is harder for our workers to search for things, since they don't know where the equipments are placed. So we would like to organize our storeroom by putting labels on the shelf made from hard plastic (future board), inorder to reduce the time,mistake and inconvenient faced while searching for equipments.