**CHURCH**

**LOGO**

# HERE

**PROPERTY INVENTORY**

**Date of Inventory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The value of the building(s) and/or content items is based on the current estimated cost of replacement. Values for the contents of the parsonage (if applicable) are limited to church-owned contents. Please prepare 2 copies of this form (1 for fire-proof safety deposit box and 1 for church office).**

**Church Sanctuary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contents** | **Church** | **School** | **Other** | **Total** |
| **Communion**  | **$** | **$** | **$** | **$** |
| **Altar Furnishings** | **$** | **$** | **$** | **$** |
| **Bibles** | **$** | **$** | **$** | **$** |
| **Hymnals** | **$** | **$** | **$** | **$** |
| **Choir Robes/Vestments** | **$** | **$** | **$** | **$** |
| **Choir Music** | **$** | **$** | **$** | **$** |
| **Musical Instruments** | **$** | **$** | **$** | **$** |
| **Pews/Chairs** | **$** | **$** | **$** | **$** |
| **Baptismal**  | **$** | **$** | **$** | **$** |
| **Tables** | **$** | **$** | **$** | **$** |
| **Artwork** | **$** | **$** | **$** | **$** |
| **DVD Players/TVs** | **$** | **$** | **$** | **$** |
| **Sound Equipment** | **$** | **$** | **$** | **$** |
| **CD Players and CDs** | **$** | **$** | **$** | **$** |
| **Projectors/Lights** | **$** | **$** | **$** | **$** |
| **Subtotal** | **$** | **$** | **$** | **$** |

**Church Office**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contents** | **Church** | **School** | **Other** | **Total** |
| **Files and Cabinets** | **$** | **$** | **$** | **$** |
| **Computer Equip.** | **$** | **$** | **$** | **$** |
| **Copy Equip.** | **$** | **$** | **$** | **$** |
| **Phones** | **$** | **$** | **$** | **$** |
| **Supplies** | **$** | **$** | **$** | **$** |
| **Books** | **$** | **$** | **$** | **$** |
| **Other Equip.** | **$** | **$** | **$** | **$** |
| **Subtotal** | **$** | **$** | **$** | **$** |

**Kitchen**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contents** | **Church** | **School** | **Other** | **Total** |
| **Large Appliances** | **$** | **$** | **$** | **$** |
| **Pots and Pans** | **$** | **$** | **$** | **$** |
| **Dishes** | **$** | **$** | **$** | **$** |
| **Silverware** | **$** | **$** | **$** | **$** |
| **Small Appliances** | **$** | **$** | **$** | **$** |
| **Carts and trays** | **$** | **$** | **$** | **$** |
| **Other Equip.** | **$** | **$** | **$** | **$** |
| **Subtotal** | **$** | **$** | **$** | **$** |

**Maintenance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contents** | **Church** | **School** | **Other** | **Total** |
| **Vacuums** | **$** | **$** | **$** | **$** |
| **Tools** | **$** | **$** | **$** | **$** |
| **Lawn Equipment** | **$** | **$** | **$** | **$** |
| **Snow Equipment** | **$** | **$** | **$** | **$** |
| **Chemicals** | **$** | **$** | **$** | **$** |
| **Mops/Brooms/etc.** | **$** | **$** | **$** | **$** |
| **Other Equip.** | **$** | **$** | **$** | **$** |
| **Subtotal** | **$** | **$** | **$** | **$** |

**High Value Items**

**Certain building items are high in value and need constant check of current replacement costs to keep your protection adequate. It is recommended that you consult a qualified expert about the cost to replace these items. The person or organization that installed or services these items could be contacted for assistance.**

|  |  |  |
| --- | --- | --- |
| **Installer/Mfg./Service Tech.** | **Item** | **Value** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  |  | **$** |
|  | **Subtotal** | **$** |

**Total inventory: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print and sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**