
Contents Inventory

Information and Instructions

All church building owners and occupiers should ensure that they record and keep track of building contents by keeping an inventory listing. The list should be checked on a regular basis and updated whenever new items are purchased or received from donors, or when items are sold or removed.

It's also a good idea to take photographs or videos of all valuable items. Copies of receipts and valuation certificates should also be kept, in a fireproof safe if possible. It might also be wise to scan all your paperwork (including the inventory list itself) and keep electronic copies on an offsite backup tape or a 'cloud' program in case the originals are lost or damaged.

Common items found in church buildings may include:

- Bibles, hymnals and other books.
- Communion items.
- Removable church seating.
- Musical instruments.
- Screens and overhead projectors
- Radios, TV sets, DVDs and players, CDs and music players.
- Cameras.
- Couches, chairs, and tables.
- Cleaning fluids and equipment.
- Kitchen appliances such as coffee makers, microwaves, urns, kettles, and toasters.
- Kitchen equipment including saucepans, crockery, silverware, and utensils.
- Outdoor barbecues.
- Desks and office chairs.
- Computer equipment and software.
- Photocopiers and printers.
- Office supplies / stationery.
- Telephones and facsimile machines.
- Portable heaters and fans.
- Filing cabinets and contents.
- Removable cupboards and bookcases.
- Indoor plants.
- Portable lighting / lamps.
- Gardening / outdoor maintenance equipment.
- Tools and ladders.
- Paint supplies.
- Rugs and mats.
- Gym, sporting and adventure equipment
- Children's playground equipment.
- Works of art.
- Theatre props and other items.

The above list is not exhaustive and it is up to you to identify and record all items of value.

Keeping an inventory list should help speed up any claims you make as a result of disaster or theft. Without a comprehensive inventory record in place, attempting to remember all your

inventory items after the event could be very difficult and may slow down your claim, or it might mean you inadvertently omit to lodge a claim for a lost or damaged item altogether.

The form below is designed to get you started. Note that rare, unusual or antique items may require a professional appraisal of their value. For other items you can estimate the replacement cost from current catalogues or price lists displaying similar items.

