



Protecting Your School Contents

How valuable are they?

Name of School _____

Address _____

Date of Inventory _____

In putting a value on building or content items, use the current cost to replace new, or as near as you can estimate it. It is best to prepare two copies and store them where they are not subject to fire.

General			
Contents	School	Other Bldg	
Blackboards, unattached	\$	\$	\$
Bookcases			
Carpeting, unattached			
Cupboards, unattached			
Draperies			
Holiday Decorations			
Maps and Globes			
Musical Instruments Including Pianos			
Overhead and Slide Projectors/Screens			
Pictures and Paintings			
Recreation/Sporting Equipment			
School Desks and Chairs, unattached			
School Supplies			
Science Equipment			
Sound Equipment (mics, amplifiers), unattached			
Statuary			
Tables and Chairs			
Tape Decks, CD Players, Tapes and CDs			
VCRs/Monitors/DVD Players			
Subtotal	\$	\$	\$

Protecting Your School Contents

Office			
Contents	School	Other Bldg	
Adding Machines	\$	\$	\$
Blackboards, unattached			
Books			
Duplicating Machines			
Files			
Office Desks and Chairs			
Office Supplies			
Other Office Equipment			
Typewriters			
Subtotal	\$	\$	\$

Kitchen			
Contents	School	Other Bldg	
Appliances (Stoves, Refrigerators, Dishwashers, Washer, Dryers, etc.)	\$	\$	\$
Carts and Trays			
Coffee Maker			
Dishes			
Microwave			
Mixer			
Pots and Pans			
Silverware			
Toaster			
Warming Oven			
Subtotal	\$	\$	\$

Protecting Your School Contents

Maintenance			
Contents	School	Other Bldg	
Lawn and Snow Equipment	\$	\$	\$
Maintenance and Service Equipment (such as Vacuums, Buffers, Waxers)			
Other Maintenance Equipment			
Personal Property of Others while in care and Custody of school for business purposes			
Tools			
Subtotal	\$	\$	\$

Total Contents Only	\$	\$	\$
----------------------------	-----------	-----------	-----------

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.

Item	Value
Pipe organ, including console, pipes and blowers If value not known: Number of Stops: _____ Number of Ranks: _____	\$
Chimes	\$
Carillon	\$
Stained Glass Windows	\$
Security Systems	\$

Important: For Your Records

For your added protection in case of loss or theft of certain items, it is extremely important to have as much information as possible when filing a claim and making a report to the police.

Please use this sheet to list model and serial numbers of all computers, printers, faxes, projection equipment, sound systems, tape recorders, adding machines, calculators and video equipment, etc., as follows:

Brand Name	Item Name	Serial Number	Model Number	Purchase Date, If Known

Inventory Awareness

Preparing an inventory of school contents is clearly one of the best ways to obtain better value from your insurance coverage.

“It was a wonderful library. Was there a catalog of books that was not destroyed?”

This question, as well as perhaps hundreds of others like them, will be raised and somehow answered by some energetic and dedicated persons whose school experience serious theft and fire losses – if they had not previously put some of that concern for their school into preparing and maintaining an inventory of school property.

Unfortunately, the most dedicated efforts to reconstruct the numbers, descriptions and values after the loss occurs will fail to find the truth with the claims adjuster, even when he or she totally trusts the school’s effort. Even though the loss adjustment is regarded as fair and equitable, the lesson from the effort to determine what was lost will never be forgotten by those who had to make it.