

CHURCH INVENTORY SURVEY

CHURCH _____

Address _____

Prepared By: _____

Date: _____



This form is designed to help provide the basis for an accurate "replacement cost" inventory. Without a periodically updated replacement cost inventory, it would very difficult to determine a settlement amount at time of a property loss. Once a complete inventory is completed, it is a simple matter to update it every year. When entering values, use your best estimate of current replacement cost.

A good supplement to this physical inventory is a photo or video record. Please store 1 or more copies of all inventory backup off the church premises and/or a safe deposit box.

We recommend using the detailed inventory listing form attached and then summarize by the categories below

BUILDING ITEMS:

Under most church insurance property policies (see your policy for exact details), the following items are considered to be "building items" and should be added to your insured building amount:

	<u>Church</u>	<u>School</u>	<u>Parsonage</u>	<u>Other Bldg.</u>
<u>Maintenance & Service Equipment:</u>				
Fire Extinguishing Equipment	_____	_____	_____	_____
Appliances Used for Refrigerating, Ventilating, Cooking, Dishwashing or Laundering	_____	_____	_____	_____
Air Conditioning/ Heating Equipment	_____	_____	_____	_____
Security System	_____	_____	_____	_____
Stained Glass	_____	_____	_____	_____
Signs on Premises or within 100' of Premises	_____	_____	_____	_____
<u>Fixed (permanently installed (not mobile) items:</u>				
Pews and/or Seats	_____	_____	_____	_____
Tables, Railings and Altars	_____	_____	_____	_____
Mirrors	_____	_____	_____	_____
Chalkboards	_____	_____	_____	_____
Organs	_____	_____	_____	_____
TOTAL TO BE ADDED TO BUILDING VALUE	=====	=====	=====	=====

CONTENTS ITEMS:

	<u><i>Church</i></u>	<u><i>School</i></u>	<u><i>Parsonage</i></u>	<u><i>Other Bldg.</i></u>
Communion Service				
Altar Furnishings				
Draperies				
Bibles				
Hymnals				
Choir Robes & Vestments				
Choir Music				
Musical Instruments Including Pianos				
Unattached Seats & Pews				
Unattached Carpeting & Rugs				
Unattached Lecterns				
Unattached Baptismal Fonts				
Tables & Chairs				
Pictures & Paintings				
Statuary				
Holiday Decorations				
Unattached Audio Visual Equipment				
Computer Equipment				
Copy Machines				
Fax Machines				
Calculators				
Office Desks and Furniture				
Miscellaneous Office Supplies				
Books in Offices				
Lamps				
Misc. Office Not Otherwise Classified				
Pastors Property (not insured elsewhere)				
Miscellaneous Tools				

Kitchen/ Dining Area:

	<i>Church</i>	<i>School</i>	<i>Parsonage</i>	<i>Other Bldg.</i>
Pots & Pans				
Dishes				
Silverware				
Coffee Makers				
Pressure Cookers				
Microwaves				
Mixers				
Toasters				
Carts & Trays				
Other Kitchen Accessories not Otherwise Classified:				
Food Stuffs: (i.e.. Sugar, Salt, Pepper, Condiments,etc.) (i.e.. flour, sugar, salt, pepper, condiments, etc.)				

Sunday School or Fulltime School/ Daycare:

Desks				
Chairs				
Tables				
Portable Chalkboards				
Book Cases				
Unattached Storage Cabinets				
Maps & Globes				
Science Equipment				
Sporting Equipment				
Other School Items not Otherwise Classified:				
Any Other Miscellaneous Items From Detail Forms:				

TOTAL CONTENTS VALUES

