
 Organization Name

Property Inventory Checklist

You may also consider a video/digital record of property items. Store a copy of the digital file offsite.

CATEGORY	VALUE	MAKE	MODEL	NUMBER
Furniture				
Sanctuary chairs (excluding attached pews)	\$			
Unattached whiteboards	\$			
Unattached carpeting and rugs	\$			
Unattached chairs, desks, and tables	\$			
Unattached cupboards and cabinets	\$			
Owned Musical Instruments				
Free standing organ/keyboards	\$			
Pianos	\$			
Bells/free standing chimes	\$			
Guitars	\$			
Drums/percussion	\$			
Electronics				
Calculators	\$			
Overhead projectors and screens	\$			
Radios and televisions	\$			
Radio broadcasting equipment	\$			
Sound and video recording equipment	\$			
Stereo equipment	\$			
Tapes, records, and compact discs	\$			
Office Equipment				
Computers (entire system including hardware, software, and peripherals)	\$			
Major phone system	\$			
Printers and photocopy machines	\$			
Telephones and fax machines	\$			
Maps and globes	\$			
Files and filing cabinets	\$			
Outdoor Equipment				
Lawn and snow equipment	\$			
Sports equipment	\$			
Kitchen	\$			
Carts and trays	\$			
Coffee makers, mixers, and toasters	\$			
Dishes and silverware	\$			

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Pots and pans	\$			
Pressure cookers	\$			
CATEGORY	VALUE	MAKE	MODEL	NUMBER
Furniture				
Altar furnishings	\$			
Artwork	\$			
Bible	\$			
Books	\$			
Choir music	\$			
Choir robes and vestments	\$			
Christmas decorations	\$			
Communion service items	\$			
Draperies	\$			
Gas/electric fireplaces/space heaters	\$			
Hymnals	\$			
Indoor plants	\$			
Lamps	\$			
Items of Precious Metals (gold, silver, etc.)				
Communion set of gold or silver	\$			
Statuary/icons	\$			
Other Tools and Equipment				
Unattached gymnasium and playground equipment	\$			
Paint supplies and ladders	\$			
Mops and brooms	\$			
Cleaning compounds and waxes	\$			
Other Valuables				
Furniture total	\$			
Owned musical instruments total	\$			
Electronics total	\$			
Office equipment total	\$			
Outdoor equipment total	\$			
Kitchen's total	\$			
Furnishings total	\$			
Items of precious metals total	\$			
Other tools and equipment total	\$			
Other valuables total	\$			
Total value of property	\$			

Notes: _____

Completed by: _____ Date: _____

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