**Thomas Alexander Insurance Agency & Associates Inc.**

Building/Property Checklist

**Property Inventory**

|  |  |
| --- | --- |
| **CATEGORY** | **VALUE** |
| **Furniture** |  |
| Sanctuary chairs (excluding attached pews) | $ |
| Unattached blackboards | $ |
| 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 | $ |
|  |  |
| **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 | $ |
| Pots and pans | $ |
| Pressure cookers | $ |

|  |  |
| --- | --- |
| **CATEGORY** | **VALUE** |
| **Furnishings** |  |
| 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 | $ |