

Tools & Resources

Contents Inventory



Date Name of Organisation

Address State Postcode

When assessing value, estimate the current cost of replacing items with new ones. Most policies provide replacement cost coverage on buildings and contents and adequate values are very important.

Contents	Worship area	Other areas	Offices	Out-buildings
Draperies, wall hangings				
Bibles, song books				
Sheet music				
Musical instruments				
Stocks of disposable cups, tea, coffee etc.				
Communion servers and silverware				
Chairs				
Tables				
Microphones and stands				
Sound boards				
Video cameras and stands etc.				
Mixing and editing equipment				
Special lighting				
TV sets				
DVD players and discs				
Video recorders and tapes				
Pictures and paintings				
TV security system				
OHP's and slides				
Auditorium video and or display unit				
Answering machines				
Computers				
Printers				
Photocopiers				
Fax machines				

Contents	Worship area	Other areas	Offices	Out-buildings
Laminators and binders				
Stationery stocks				
Scanners				
Laptops and detachable storage discs (eg. ZIP)				
Compact disc players and discs				
Office furniture (not inbuilt)				
Still and digital cameras				
Files and filing cabinets				
Unattached white and black boards				
Books (not for resale)				
Free standing shelving and bookcases				
Sporting equipment				
Camping equipment				
Appliances eg. fridges, dryers, urns, vacuum cleaners				
Pots and pans				
Crockery				
Cutlery				
Serving dishes, bowls, jugs etc.				
Small appliances eg. toasters, electric jugs, mixers				
Microwave ovens				
Commercial toasters				
Warming ovens				
Carts and trays				
Tools				
Cleaning equipment, mops, polishers, etc.				
Lawn mowers				
Trimmers and cutters				
Gardening tools				
Other items (attach list if necessary)				
Total (Contents only)				

Victoria
Level 5, 1
Southbank Boulevard,
Southbank, VIC 3006

New South Wales
Level 20,
44 Market Street,
Sydney NSW 2000

Queensland
Suite 14.02,
110 Eagle Street,
Brisbane QLD 4000

South Australia
Suite 8.3,
33 King William Street,
Adelaide SA 5000

Western Australia
Level 1,
5 Mill Street,
Perth WA 6000