

Risk Management & Insurance Churches



A. Contents Inventory

Date / / Name of Church

Address State Postcode

When assessing value, estimate the current cost of replacing items with new ones. Ansvar Insurance 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				

- | | | | | | |
|--|---|--|---|--|---|
| Victoria
AD GPO Box 1655
Melbourne 3001
FX +61 3 9614 1545 | New South Wales
AD PO Box 1410
Parramatta 2124
FX +61 2 9687 9564 | Queensland
AD GPO Box 747
Brisbane 4001
FX +61 7 3011 8999 | South Australia
AD PO Box 630
Fullarton 5063
FX +61 8 8338 1920 | Western Australia
AD PO Box 840
West Perth 6872
FX +61 8 9324 2013 | Tasmania
AD PO Box 330
Launceston 7250
FX +61 3 9614 1545 |
|--|---|--|---|--|---|

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)				