



Completing the Building Inventory List

We are asking that each building principal provide a list of **ALL** district owned property throughout their **entire** school building. This includes furniture, equipment and technology in **ALL** areas not limited to:

- Front Office
- Hallways
- Classrooms
- Workspaces
- Cafeteria/Kitchen
- Common areas

Do not include books, supplies, or personal items.

For efficiency, we recommend building principals and administrator's partner with their leaders, classroom teachers, and custodians etc to ensure each area in their building is thoroughly accounted for.

For example, as Director of Risk:

1. I will legibly list **all district owned items** in my office space using the **"Building Inventory List"** form.
2. Each individual on my team will do the same for their respective office area (s)
3. Once each team member completes their list, a copy will be provided back to me (Administrator)
4. When the entire Risk department is accounted for, I will scan and email **ONE DOCUMENT** to Beth Porter (beth.porter@kckps.org) **by April 30th 2019.**

Room	Qty.	Description	Asset Tag#	Keep	Discard
352	1	L shaped cherry wood desk unit	KCKPS12345		X
354	4	Burgundy office chairs	N/A	X	
357	4	Gray Cisco Systems IP Phone, etc	KCKPS12198	X	
Conf. Room	1	Quartet white dry erase board	N/A	X	

Tips

- Please provide a thorough, legible list of all district owned property in your respective buildings using the **"Building Inventory List"** form provided.
- Building staff **are not** responsible for classifying between what is an asset, versus what is not.
- For all items you no longer wish to use, simply **Mark an "X"** under the discard field on the **"Building Inventory List"** form and notify your Head Building Custodian.
- The Risk department will work to ensure items are properly disposed of or re-purposed throughout the district.
- **DO NOT** discard district property yourself.

This audit is both for insurance purposes and District wide management of surplus & disposals. You may recall, our last complete inventory audit occurred during the summer of 2016. We are on schedule for another audit. **Thanks in advance for your cooperation!**