



## 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](mailto:beth.porter@kckps.org)) **by April 30<sup>th</sup> 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!**