



Building Inventory List: Deadline January 28th 2022

All, Principals & Department Administrators must provide a list of **ALL** district owned and federal purchased property to Risk Management. Partner with your staff, custodians etc. to ensure items are thoroughly accounted for. This **includes furniture, equipment and technology** in **ALL** areas of buildings, including but not limited to:

- Main Offices
- Classrooms
- Cafeteria/Kitchen
- Commons
- Gymnasiums

Do not include books, supplies, or personal items.

To Begin:

1. **Open** the “Building Inventory List” template as provided by Risk Management.
2. **Save As** “*School Name 2021 – 2022 Master Inventory List*”
3. **Copy and rename the original tab** for each room, area or department in your building.
 - Include room number & description of area (Ex. Main Office; Gymnasium etc.)
 - **You may create as many tabs needed for a single building template.**
4. **Document** your immediate office area by typing directly into your designated tab
 - Building / department name
 - Date
 - Principal Name
 - Name/Title of Person completing the form

Your completed form should resemble the following

Room#	Description	Federal ?	Asset Tag#	Keep	Discard
352	L shaped cherry wood desk	Yes	KCKPSFED12345		X
352	Gray Cisco Systems IP Phone, etc.	N/A	KCKPS12198	X	
352	Quartet white dry erase board	N/A	N/A	X	

- Record all tags, where applicable. Be sure to account for any federal purchased property as identified by a **(yellow tag)**; otherwise type **N/A**.
 - Mark an “**X**” next to any item you wish to discard. **Do not dispose of district property on your own.**
5. **“Save”** in a centralized location such as Google Docs or OneDrive.
 6. **Share document** with your team. Each member will type info directly into their designated tab.
 7. **Verify accuracy.** Once confirmed, share **one template** to risk@kckps.org by **January 28th 2022**

Contact Inventory Assistant Dennis Martine at Dennisd.martine@kckps.org or call (913) 279 2281