



### Instructions to complete annual inventory list

We are asking that each building Principal and Department Administrator provide a list of **ALL** district owned and federal purchased property throughout their **entire** school building or department. This includes furniture, equipment and technology in **ALL** areas including but 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 and federal purchased 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 the building inventory list as **ONE DOCUMENT** to Beth Porter ([beth.porter@kckps.org](mailto:beth.porter@kckps.org)) **by the reporting deadline.**

Room#/Area	Description	Federal ?	Asset Tag#	Keep	Discard
352	L shaped cherry wood desk	Yes	KCKPSFED12345		X
354	Burgundy office chairs	N/A	KCKPS6789	X	
357	Gray Cisco Systems IP Phone, etc.	N/A	KCKPS12198	X	
357	Quartet white dry erase board	N/A	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.

**Questions? Contact Beth Porter at [beth.porter@kckps.org](mailto:beth.porter@kckps.org)**