



OFFICE INVENTORY CHECKLIST

Brought to you by:

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Why create an office inventory checklist?

An office inventory checklist is a great way to keep a continuous record of all your assets in one place. In the event of a fire, natural disaster or burglary, you can reference the list to figure out what items may have been stolen or damaged, and need to be replaced.

How should you conduct an office inventory?

To have a complete inventory, go through the various spaces of your office and note all items that are present. It could be beneficial to add a video or picture component for a more detailed assessment of your inventory. You can upload the media aspect on a thumb drive, and place all of the information you have gathered in a fireproof safe or safety deposit box at your bank.

Periodically, update this list as you purchase more items for your office.

How does an office inventory list relate to your insurance policy?

Not only can an office inventory checklist assist you in the event of a loss, it can also help you determine whether you have enough insurance coverage. Your coverage should equal the cost of your possessions at today's prices.

Once you have completed your office inventory walk-through, contact RiskSOURCE Clark-Theders for more assistance with your insurance needs.

OFFICE INVENTORY CHECKLIST

Company Name: _____

Company Address: _____

City: _____ State: _____ ZIP Code: _____

Date of Original Inventory: _____

Revised On: _____

Revised On: _____

Revised On: _____

Revised On: _____

Revised On: _____

EQUIPMENT/APPLIANCES

ITEM DESCRIPTION	# OF	DATE PURCHASED	PRICE
Computers/Monitors			
Modems			
Keyboards			
Mice			
Routers			
Surge Protectors			
Laptops			
Laptop Chargers			
Tablets			
Communication Devices (e.g., Walkie-talkies)			
Telephones			
Speakers/Paging Systems			
Radios			
Televisions			
Media Players			
Answering Machines			
Alarm Systems			
Printers			
Scanners			
Copiers			
Projectors			
Paper Shredders			
Overhead Light Fixtures			
Lamps			
Stoves			
Ovens			
Refrigerators			
Freezers			
Soda Machines			
Water Dispensers			
Ice Dispensers			
Microwaves			
Dishwashers			
Coffee Makers			
TOTAL			

FURNITURE

OFFICE INVENTORY CHECKLIST

ITEM DESCRIPTION	# OF	DATE PURCHASED	PRICE
Desks			
Desk Chairs			
Desk Chair Mats			
Filing Cabinets			
Bookcases			
Coffee Tables			
Dining/Cafeteria Tables			
Side Tables			
Sofas			
Chairs			
Stools			
Ottomans			
Rugs			
Coat Racks			
TOTAL			

OFFICE SUPPLIES

OFFICE INVENTORY CHECKLIST

ITEM DESCRIPTION	# OF	DATE PURCHASED	PRICE
Legal Pads			
File Folders			
Envelopes			
Stationary			
Colored Printing Paper			
Regular Printing Paper			
Sticky Notes			
Pencils			
Pens			
White Out			
Permanent Markers			
Dry-erase Markers			
Highlighters			
Labeling Machines			
Stamps/Stamp Machines			
Toner			
Ink Cartridges			
Staplers			
Staples			
Pencil Sharpeners			
Three-hole Puncher			
Tape			
Tape Dispensers			
Calculators			
Rubber Bands			
Glue Sticks			
Binders			
Binder Clips			
Scissors			
Storage Containers			
Cleaning Supplies			
Business Cards			
TOTAL			

MISCELLANEOUS

ITEM DESCRIPTION	# OF	DATE PURCHASED	PRICE
Whiteboards			
Bulletin Boards			
Fireproof Safes			
Fire Extinguishers			
First-aid Kits			
Table Decor			
Wall Decor			
Artwork			
Plants			
Waste Baskets			
Recycling Bins			
Eating Utensils			
Cutlery			
Glassware			
Pots and Pans			
Mouse Pads			
Books			
Dishes			
Food			
Paper Towels			
Paper Towel Holders			
Napkins			
Napkin Holders			
Desk Organizers			
Calendars			
Clocks			
TOTAL			

SUMMARY

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4 Equipment/Appliances: \$ _____

5 Furniture: \$ _____

6 Office Supplies: \$ _____

7 Miscellaneous: \$ _____

TOTAL: \$ _____

Present Insurance: \$ _____

Additional Insurance: \$ _____

TOTAL INSURANCE NOW: \$ _____

Date: _____