



RISK *Alert*

JULY 2026



Recovery Begins Long Before a Loss Occurs

A current inventory can make all the difference when recovering from a loss.

When a fire, water intrusion, theft, vandalism, or wildfire impacts a school district or community college, the focus should be on restoring operations and supporting students and staff not trying to remember what was lost.

Through our work with members, ASCIP has seen how difficult the recovery process can become when records of damaged or destroyed property are incomplete or unavailable. Without documentation, it can be challenging to verify ownership, determine replacement costs, and support the claims process. This can lead to delays and may affect the amount that can be recovered.

One of the simplest and most effective steps a district can take today is to maintain a current, photo-backed inventory of its assets. Having accurate records helps tell the story of what was there before the loss and provides valuable support when it is needed most.

TRACK YOUR DISTRICT'S ASSETS BY CREATING AN INVENTORY:



Photograph & video

Capture clear photos and video of every major asset.



Record the details

Asset tag, serial number, model, and purchase date.



Store it securely

Keep records digital, backed up, and accessible to key staff.



Update on a schedule

Audit annually or semi-annually to keep it accurate.

Inventory checklist on next page →

Complete this with your district's asset inventory program — Maintenance and Purchasing together. This list is not comprehensive: add district-specific and high-value items, and update it after major purchases or disposals, and at least annually.

1. Building & Infrastructure

- ☐ Roof condition and type
- ☐ HVAC systems (heating, cooling, ventilation)
- ☐ Plumbing & water systems
- ☐ Fire suppression (sprinklers, alarms)
- ☐ Electrical panels, transformers, generators
- ☐ Security systems (alarms, cameras, access)
- ☐ Parking lots, sidewalks, fences, gates
- ☐ Portable / modular classrooms

2. Classroom & Office Equipment

- ☐ Computers, laptops, tablets
- ☐ Projectors, smartboards, AV equipment
- ☐ Desks, chairs, whiteboards
- ☐ Printers, copiers, scanners
- ☐ Phones, intercoms, PA systems
- ☐ Special education / assistive technology

3. Emergency & Safety Equipment

- ☐ First aid kits & trauma bags
- ☐ AEDs (defibrillators)
- ☐ Emergency lighting & backup batteries
- ☐ Panic buttons & emergency comms
- ☐ Two-way radios
- ☐ Supply caches (food, water, blankets)

4. Kitchen & Food Service Equipment

- ☐ Refrigerators & freezers
- ☐ Ovens, stoves, microwaves
- ☐ Food warmers & serving stations
- ☐ Dishwashers & sanitizing equipment
- ☐ Mixers, slicers, prep tables
- ☐ Walk-in coolers & storage racks
- ☐ Kitchen fire suppression systems
- ☐ Fire blankets, grease traps, first aid

5. Custodial & Maintenance Equipment

- ☐ Floor buffers, vacuums
- ☐ Landscaping tools & irrigation
- ☐ Utility vehicles (carts, trucks)
- ☐ Ladder & roof-access safety gear

6. Technology & IT Infrastructure

- ☐ Server racks & network equipment
- ☐ Wi-Fi routers & access points
- ☐ Backup drives & cloud storage
- ☐ Cybersecurity software & firewalls
- ☐ Digital signage systems

7. Athletic & Recreational Facilities

- ☐ Gym equipment (hoops, bleachers, scoreboards)
- ☐ Play structures & safety surfacing
- ☐ Sports equipment (goals, backstops, gear)
- ☐ Locker rooms (lockers, showers, benches)

8. Transportation & Fleet Vehicles

- ☐ School buses & vans
- ☐ Maintenance & fuel logs
- ☐ GPS tracking & vehicle cameras

9. Special Program & Lab Equipment

- ☐ Science labs (microscopes, fume hoods, eyewash)
- ☐ Vocational tools (shop, culinary, automotive)
- ☐ Music & arts (instruments, lighting, audio)

Store it where you can reach it. Keep this inventory digital, photo-backed, and copied off-site. After a loss, the records you can produce are the records that get reimbursed. Questions about coverage or a claim? Contact your ASCIP risk management team at (562) 404-8029 or ascip.org.