

School Property checklist

Safety measures	✓ if in place	Comment
Property manager appointed		
All staff have listed the equipment/property for which they are responsible		
All equipment /property has been photographed or videoed. A running commentary or notes to describe the property has been included		
Serial numbers are recorded		
Staff have been informed of the importance of equipment/property checks and are aware of the system used		
Lists of equipment/property are current and regularly updated		
Valuable equipment is covered when not in use and moved as far from windows as possible		
All equipment is put away at night		
Documents are kept in an orderly fashion in a safe place		
School policy or management plan states the necessity of providing accurate records of property		
Board of Trustees adopts and promotes zero-tolerance of burglary		
Additional funding has been sought to improve school security		
School property is marked and identifiable		