

The Diocese of The Arctic

ANGLICAN CHURCH OF CANADA



Parish Inventory Report Form

(to be completed with Annual Reports)

PARISH: _____

Priest In Charge: _____

Inventory Prepared By: _____

Date Prepared: _____

(Please keep one copy in the Parish files and return one copy)

ROOM: Rectory – Kitchen

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Table				
Chairs				
Stove				
Refrigerator				
Dinner Plates				
Side Plates				
Soup/Cereal Bowls				
Dessert Bowls				
Serving Bowls				
Pots/Pans				
Frying Pans				
Roasting Pans				
Baking Sheets				
Eating Utensils				
Serving Utensils				
Ironing Board				
Iron				
Garbage Can				
Tea/Cup Towels				
Dish Cloths				
Draining Board				
Cutting Board				
Curtains				
Other				
Floor covering				
Kettle				
Coffee Pot				
Tea Pot				
Freezer				

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ROOM: Rectory – Bathroom

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Toilet				
Sink				
Tub/Shower				
Bath Towels				
Hand Towels				
Facecloths				
Medicine Chest				
Towel Rack				
Shower Curtain				
Garbage Can				
Curtains				
Other				
Floor covering				

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ROOM: Rectory – Master Bedroom

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Bedside Table(s)				
Bed w Mattress				
Mirror				
Dresser(s)				
Lamp				
Curtains				
Sheets				
Pillowcases				
Blankets				
Bedspread				
Closet				
Garbage Can				
OTHER				
Floor covering				

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ROOM: Rectory – Bedroom 2

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Bedside Table(s)				
Lamp(s)				
Bed w Mattress				
Dresser(s)				
Curtains				
Sheets				
Pillowcases				
Blankets				
Bedsread				
Closet				
Garbage Can				
OTHER				
Floor covering				

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ROOM: Rectory – Bedroom 3

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Bedside Table(s)				
Bed w Mattress				
Dresser(s)				
Lamp(s)				
Curtains				
Sheets				
Blankets				
Bedspread				
Pillowcases				
Closet				
Garbage Can				
OTHER				
Floor covering				

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ROOM: Rectory – Living Room

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Couch(s)				
Armchair(s)				
Loveseat(s)				
Coffee Table				
Side Table(s)				
Bookshelf(s)				
Lamp(s)				
Curtains/Drapes				
OTHER				
Floor covering				

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ROOM: Rectory – Office/Study

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Desk				
File cabinet				
Bookshelf				
Chair(s)				
Garbage Can				
Curtains				
Computer				
Printer				
Photocopier				
Fax				
OTHER				
Floor covering				

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ROOM: Rectory – Utility Room

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Washer				
Dryer				
Hot Water Tank				
Furnace				
Mop				
Pail				
Broom				
Dustpan				
Vacuum Cleaner				
OTHER				

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ROOM: Church Office/Library/Sunday School

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Desk				
Chair(s)				
Garbage Can				
Bookshelf(s)				
Filing Cabinet				
OTHER				

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ROOM: Church

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Holy Table				
Candles				
Candle Holders				
Chalice				
Paten				
Hymnbooks				
Prayer books				
Bibles				
Chairs				
Pews				
Hymn #Board(s)				
Floor Covering				
Wall Hanging(s)				
OTHER				

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ROOM: Church – Vestry Room

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION
Choir Robe(s)				
Lay Reader Robe				
Communion Linen				
Storage Cabinet				
OTHER				

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ROOM: _____

ITEM	NUMBER/SIZE	COLOUR	DATE ACQUIRED	CONDITION