



Preparing Before Disaster Strikes

What you should know before Water affects your property.

- Know where your water shut off is located.
- Call Harris Services and insurance immediately.
- Remove artwork and other sensitive items from the affected area to minimize further damage.

What you should know before Fire affects your property.

- Make an inventory of items in your home in written and photographic form. Update it regularly. (Inventory sheets included here)
- Include the value of your inventoried items.
- Keep valuable documents in a fire proof safe and copies stored off-site or in an electric file.

Meet with your insurance agent annually to ensure your replacement value is accurate. Material costs are always changing.

HOME INVENTORY

Home Service Handbook

General Household	Description	Where/When Bought	Make/Model	Price Paid
Televisions				
DVD Players				
Stereo Equipment				
Cameras				
Washer/Dryer				
Air Conditioners				
Heaters/Fans				
Humidifier/ Dehumidifier				
Vacuum Cleaners				
Exercise Equipment				
Misc. Items				
Living Room/Den	Description	Where/When Bought	Make/Model	Price Paid
Carpet/Rugs				
Sofas				
Chairs				
Coffee Tables				
Desk				
Bookcases				
Clocks				
Entertainment Center				
Wall Units				
Piano				
Other Musical Instruments				
Collections (Coins, Stamps, etc.)				
Lamps/Light Fixtures				
Pictures/Other Wall Hangings				
Window Coverings				
Misc. Items				

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Dining Room	Description	Where/When Bought	Make/Model	Price Paid
Carpet/Rugs				
Window Coverings				
Buffet				
Table				
Chairs				
China Cabinet				
China				
Silverware				
Crystal				
Table Linens				
Tea/Coffee Set				
Serving Table/Cart				
Lamps/Light Fixtures				
Pictures/Other Wall Hangings				
Misc. Items				
Bedroom	Description	When/Where Bought	Make/Model	Price Paid
Carpet/Rugs				
Window Coverings				
Beds				
Linens				
Pillows				
Dressers				
Chests				
Dressing Tables				
Night Tables				
Bookcases				
Chairs				
Desks				
Lamps/Light Fixtures				
Pictures/Other Wall Hangings				
Misc. Items				

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Clothing	Description	Where/When Bought	Make/Model	Price Paid
Shoes				
Coats				
Furs				
Suits				
Dresses				
Sport Apparel				
Shirts				
Skirts				
Jewelry				
Handbags				
Misc.. Items				
Kitchen	Description	When/Where Bought	Make/Model	Price Paid
Window coverings				
Table				
Chairs				
Refrigerator				
Freezer				
Stove				
Microwave Oven				
Convection Oven				
Dishwasher				
Coffee Maker				
Other Small Appliances				
Pots & Pans				
Bowls				
Dishes				
Glasses				
Kitchen Tools				
Utensils				
Food/Supplies				
Pictures/Other Wall Hangings				
Light Fixtures				
Misc.. Items				

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Bathroom	Description	Where/When Bought	Make/Model	Price Paid
Window Coverings				
Hair Dryers				
Other Electrical Appliances				
Scales				
Shower Curtain				
Towels/Bath Mat				
Pictures/Other Wall Hangings				
Misc.. Items				
Home Office/Study	Description	When/Where Bought	Make/Model	Price Paid
Window Coverings				
Carpet/Rugs				
Desks				
Chairs				
Clocks				
Sofa				
Computer				
Computer Equipment				
Fax Machine				
Scanner				
Printer				
Stocks/Bonds/Securities				
Manuscripts				
Bookcases				
Books				
Tables				
Business Supplies				
Pictures/Other Wall Hangings				
Lamps/Light Fixtures				
Misc.. Items				

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Garage/Basement/Shed/ Attic	Description	Where/When Bought	Make/Model	Price Paid
Furniture				
Luggage/Trunks				
Sport Equipment				
Toys/Outdoor Games				
Bicycles				
Small Boats				
Trailers				
Lawn Mower				
Snow Blower				
Shovels				
Sprinklers/Hoses				
Wheelbarrows				
Garden Tools/Supplies				
Ladders/Step Stools				
Work Bench				
Carpentry Tools/Supplies				
Collections				
Holiday Decorations				
Misc.. Items				
Porch/Patio	Description	Where/When Bought	Make/Model	Price Paid
Chairs				
Tables				
Umbrellas				
Rugs/Mats				
Lamps/Light Fixtures				
Outdoor Cooking Equipment				
Planters				
Jacuzzi				
Misc.. Items				

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