

2. Items of particular value should be stated on their own. There is no rule of thumb as to a minimum value for an item to qualify but many employees separately list any item whose individual replacement cost is \$10 or more.
3. Some items, depending on their value, must be professionally evaluated or appraised in order for their replacement cost to be established. Remember to attach the valuation or appraisal to your inventory. These items include:

(a) if valued at more than \$100:

personally created works such as

- carvings
- paintings
- manuscripts

(b) if valued at more than \$500:

Heirlooms

Art Objects

Antiques (Certificate of Antiquity needed)

Note: The personal cost of obtaining appraisals, evaluations and additional insurance is reimbursable under FSD 15.31 (See Section 2.3.8).

4. Expensive crystal, china and silverware should be listed separately from every day servingware. Be sure to indicate the number of pieces.
5. Compensation for broken dishes, glasses and other items in sets is paid only for the number of items actually damaged, not the entire set.
6. Certain items may not be insured at public expense. These include furs, jewellery, coin collections and cash.
7. Items listed on your inventory which are covered by private insurance should be appropriately flagged.
8. If you will be occupying Crown-furnished accommodation, check the furnishing scheme and try to prevent duplication of existing items with your own household effects. Storage costs for unused Crown or personal items at the post are