INVENTORY AUDITS
SITE AUDIT PLAN

Site Name: _____   Audit Name: _____   Audit Date: _____

Scanning Team A:
 Site Leader – "Person Name"   (Auditor)
District Tech – "Person Name"   (QA)

Scanning Team B:
Visiting Tech – "Person Name" (Auditor)
District Tech – "Person Name" (QA)
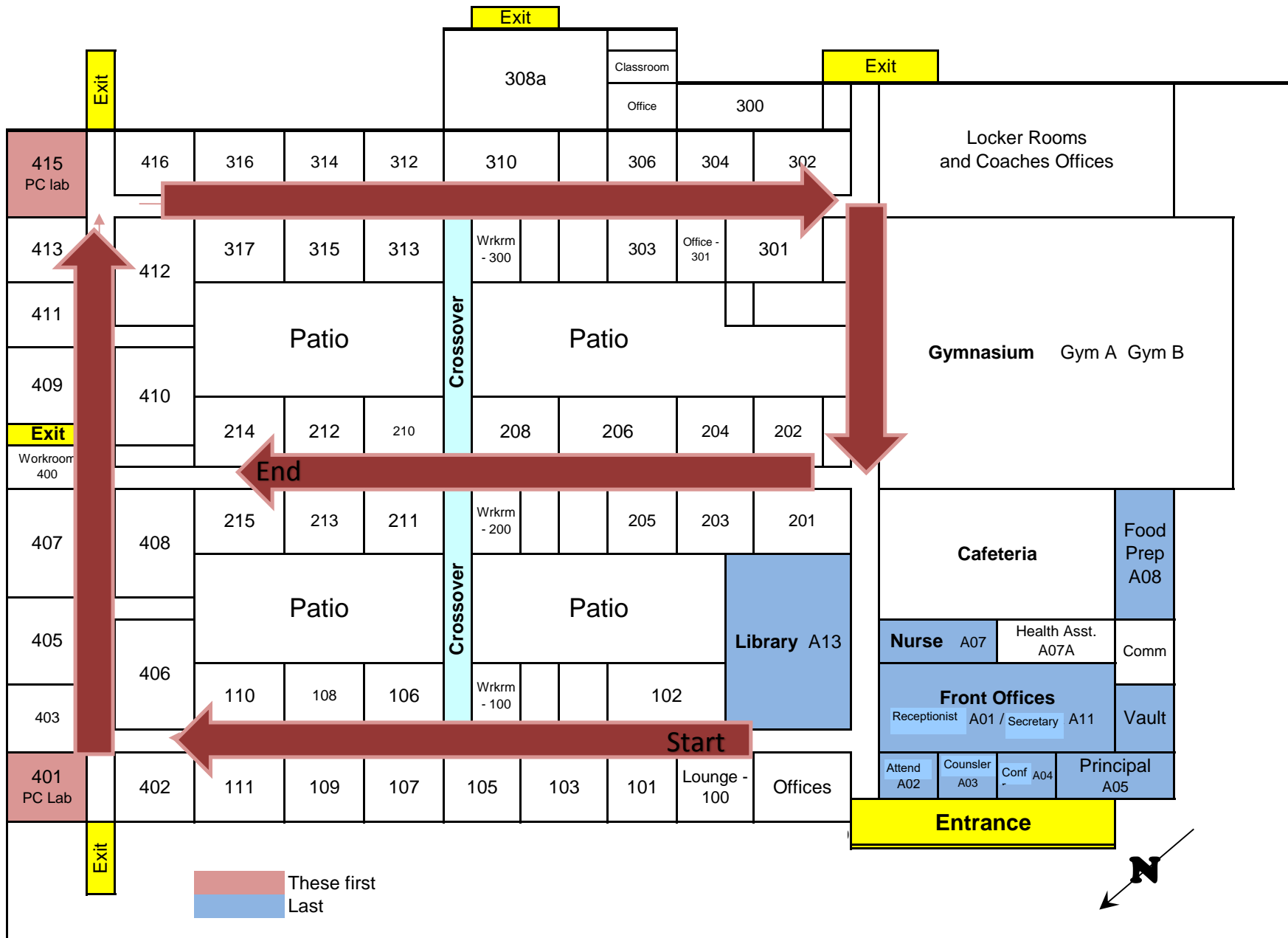
Support Coordinator – "Person Name"– "Phone#"

Pre-Audit Meeting time: _____   Location: _____

Things to remember about the audit

Each team should have a map with a route to follow

After logging in to Asset Management and navigating to the correct audit, complete this process in each room:
(example below – change as needed)

- Indicate room number for audit
- Begin scanning items immediately to the RIGHT of the door and move around the room – check cabinets and closets
- Scan anything in the center of the room (don't forget to look up! Projectors and Wireless Access points are mounted high)
- Mark room "Finished" ONLY IF YOU KNOW NOTHING ELSE NEEDS TO BE SCANNED
- If you cannot scan EVERYTHING make note of why and continue on to next room WITHOUT "Finishing" the audit

Meet in designated area after audit to discuss progress and next steps.

Instructions for dealing with status during audit
(example below – change as needed)

Item status – "Tag Not in System"
- Try searching by serial number
- Enter Serial Number, Bar Code, Description, Model and Room# into provided Spreadsheet

Item status – "Misplaced"
- Room: Note if item should NOT be transferred to scanned location (i.e. a laptop that is assigned to a cart, but checked out to the room temporarily) then move on to next item
- Staff: If item should still be issued to staff member "Verify" Otherwise, collect to scanned location
- Student: If item should still be issued to staff member "Verify" Otherwise, collect to scanned location

Item status – "Tag Verified"
- Yay! Move on to next item

Notify your Support Coordinator upon completion of this site.

Site Notes: (Use this space to identify special circumstances in this site such as "Testing in Room 100 until noon" or "lab should be scanned during lunch only")

_____

_____

_____

_____

_____

(The back of this page should contain a map of the facility marked to show areas of responsibility for each scanning team)

Exit

308a

Classroom

Office

300

Exit

Exit

Locker Rooms
and Coaches Offices

415
PC lab

416 | 316 | 314 | 312 | 310 | 306 | 304 | 302

413

412

317 | 315 | 313 | Wrkrm - 300 | 303 | Office - 301 | 301

411

Patio

Crossover

Patio

Gymnasium   Gym A   Gym B

409

410

214 | 212 | 210 | 208 | 206 | 204 | 202

Exit

Workroom 400

End

407 | 408

215 | 213 | 211 | Wrkrm - 200 | 205 | 203 | 201

Cafeteria

Food Prep A08

Patio

Crossover

Patio

405

406

Library A13

Nurse A07 | Health Asst. A07A | Comm

403

110 | 108 | 106 | Wrkrm - 100 | 102

Front Offices
Receptionist A01 / Secretary A11 | Vault

Start

401
PC Lab

402 | 111 | 109 | 107 | 105 | 103 | 101 | Lounge - 100 | Offices

Attend A02 | Counsler A03 | Conf - A04 | Principal A05

Entrance

Exit

These first
Last

N