

Device Inventory Worksheet

Before the metrics mean anything, make sure the process behind them is accountable. Tick each box your district can answer 'yes' to. Every blank is a gap worth closing.

ACCOUNTABILITY CHECK

GOOD ACCOUNTABILITY MEANS CLEAR ANSWERS

Can your team answer these five questions about any device in under a minute?

1 What is it?

2 Where is it?

3 Who has it?

4 What shape is it in?

5 What happened to it?

Every 'no' is a handoff worth fixing.

Use your lowest score to choose where to improve first.

1 Can We Identify It?

- ☐ The asset tag and serial number are recorded.
- ☐ Device type, manufacturer and model are recorded.
- ☐ One record exists for the device.

2 Do We Know Where It Is?

- ☐ Current school, room or location is recorded.
- ☐ Moves between buildings and sites are tracked.
- ☐ Devices without a confirmed location are easy to identify.

3 Who Is Responsible?

- ☐ Device is assigned to a student, staff member or accountable location.
- ☐ Checkouts, swaps and loaners are updated in real time.
- ☐ Device is collected from departing students and staff.

4 What's The Condition?

- ☐ Condition is documented at checkout and return.
- ☐ Damage, repair activity and current repair status are easy to track.
- ☐ Safety-flagged devices are identified and removed from circulation.

5 What Needs Attention?

- ☐ Unassigned, overdue and missing devices are flagged.
- ☐ Outdated or conflicting records are easy to identify.
- ☐ Every exception has a clear owner and next action.

Lowest Scoring Area:

Next-Action Owner:

Next Steps:

How Did You Do?

☐ /15