



OHS Equipment/Inventory

ADMIN

Jeanine Jones & Nevenia A. Hill
OVERTON HIGH, LIBRARY INFORMATION SPECIALISTS |



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****FOR OFFICE USE ONLY****

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Equipment Inventory Overview

In the past, all equipment ordered by schools and departments was delivered to Inventory Control (Office of Asset Management) so that each piece could be tagged and recorded on the appropriate inventory list. Recent changes in the purchasing and warehousing program, however, have necessitated modification of this procedure. *With the exception of computer equipment which is tagged, delivered, and installed by an outside vendor,* tagging and recording of each new piece of equipment will hereafter, be the responsibility of principals and/or department heads. It is the desire of the Department of Facilities Management to streamline the overall procedure to make possible, easy, and accurate reporting of all equipment. The objective of this change is to produce greater efficiency in management and accountability of Shelby County Schools' assets, by making the inventory process more accessible and flexible at the school site and department levels.

Definition: *Equipment is defined as "all items" used in an operation or activity and includes machinery, implements, tools, furniture, vehicles, band instruments and other apparatus with a minimum useful life expectancy of five (5) years. Sensitive minor equipment includes computers, external peripherals, weapons, etc.*

Responsibilities: Management personnel, i.e., school principals and department heads are accountable for assets/equipment within their immediate area of responsibility. This accountability is inherent to the position. **Accountability includes inventory, movement, and maintenance of all equipment in their immediate area of responsibility.** They shall maintain up-to-date records and submit required forms as necessary to fully inform the Office of Asset Management; with respect to the adds, transfers, loss, and damage and/or misuse of district property in order that the Office of Asset Management may properly carry out its responsibilities. **Responsibility lies with every individual utilizing district assets/equipment for the performance of his or her duties and must adhere to the following procedures regarding the reporting, control, and disposition of all district equipment.**



SOURCE: Inventory Management Procedures Manual
SCS Department of Facilities and Maintenance Office of Asset Management

Procedure For Recording OHS Equipment (ALL FACULTY AND STAFF)

1. Obtain a copy of the *OHS EQUIPMENT IN ROOM/OFFICE/SPACE FORM*.

Note: All forms are available digitally on the OHS website under OHS TEACHER RESOURCES. Hardcopies are available at the circulation desk in your Wolverine U Library.

2. Complete the form.
3. Email or submit hardcopy.

Email to all parties listed:

Mrs. Jeanine Brooks Jones, brooksjonesj@scsk12.org

Mrs. Nevenia A. Hill, hillna@scsk12.org

Or submit hardcopy:

Place the *OHS EQUIPMENT DISCARD/REMOVAL FORM* in the **Submitted Equipment Inventory Forms** tray at the circulation desk in the library.

NOTE: An *OHS EQUIPMENT IN ROOM/OFFICE/SPACE FORM* must be completed at the beginning of each school year by **all** faculty and staff members.



Procedure for Discard/Removal Equipment

1. Obtain a copy of the *OHS EQUIPMENT DISCARD/REMOVAL FORM*.

Note: All forms are available digitally on the OHS website under OHS TEACHER RESOURCES. Hardcopies are available at the circulation desk in your Wolverine U Library.

2. Complete the form.
3. Email or submit hardcopy.

Email to all parties listed:

Mrs. Jeanine Brooks Jones, brooksindexj@scsk12.org

Mrs. Nevenia A. Hill, hillna@scsk12.org

Mr. Willie Watkins, Watkinsw2@scsk12.org

*Mrs. Shannon Marszalek, marszaleksl@scsk12.org

(Only if Title I equipment is included)

Or submit hardcopy:

Place the *OHS EQUIPMENT DISCARD/REMOVAL FORM* in the ***Submitted Equipment Inventory Forms*** tray at the circulation desk in the library.

4. **Keep the items.** Do not remove or relocate items outside of your space. The building engineer will relocate the items to an available space when space is available.



Procedure For Transferring OHS Equipment (Room to Room)

1. Obtain a copy of the *OHS EQUIPMENT TRANSFER FORM*.

Note: All forms are available digitally on the OHS website under OHS TEACHER RESOURCES. Hardcopies are available at the circulation desk in your Wolverine U Library.

2. Complete the form.
3. Obtain written approval from Dr. Williams.
4. Email or submit hardcopy **with** approval.

Email to all parties listed:

Mrs. Jeanine Brooks Jones, brooksindexj@scsk12.org

Mrs. Nevenia A. Hill, hillna@scsk12.org

Mr. Willie Watkins, Watkinsw2@scsk12.org

*Mrs. Shannon Marszalek, marszaleksl@scsk12.org (only if Title I equipment is included)

Or submit hardcopy:

Place the *OHS EQUIPMENT TRANSFER FORM* in the ***Submitted Equipment Inventory Forms*** tray at the circulation desk in the library.

4. Do not remove or relocate items outside of your space. The building engineer will relocate the items.



OVERTON HIGH SCHOOL Equipment In Room/Office/Space Form

Date: 2021 EMAIL TO: _____

NAME: _____ Room #: _____

Loc. Code: 2565 _____

Please complete this classroom/office inventory form ASAP for SCS AUDITING purposes. Thanks.

ITEM DESCRIPTION	MCS ASSET TAG NO.	SCS ASSET TAG NO.	SERIAL NO.	MANUFACTURER	FUNCTIONAL Does it work?
PROMETHEAN BOARD				PROMETHEAN	
SHORT ARM PROMETHEAN PROJECTOR				PROMETHEAN	
OVERHEAD PROJECTOR 3M BRAND				3M	
LAPTOP – TEACHER					
PRINTER					
IGNITE STICK					
MOBI					
MOBI					
CPS – SERIAL # FROM USB					
Computer – Student ALL IN ONE					
Computer – Student ALL IN ONE					
Computer – Student ALL IN ONE					
Computer – Student ALL IN ONE					
AEROHIVE WIRELESS ACCESS POINT IN CEILING					
COMPUTER					
MONITOR					
COMPUTER					
MONITOR					
COMPUTER					
MONITOR					
COMPUTER					

Notes/Additional Comments:



OHS EQUIPMENT DISCARD/REMOVAL FORM

Name (Last, First): _____

Rm: _____ Date: _____ Number of Items for Removal: _____

ITEM DESCRIPTION	MCS ASSET TAG NO.	SCS ASSET TAG NO.	SERIAL NO.	MANUFACTURER	Title I Y/N

** OFFICE USE ONLY **	
Recorded by:	
Date Recorded:	
Moved to designated location by:	
Designated Location:	
Asset Mgmt Pickup By:	
Asset Mgmt Pickup Date:	
Notes	

OHS Equipment Transfer Form

Teacher Name (Last, First): _____ Rm: _____ - _____

<u>Equipment Description/Type</u>	<u>SCS #</u>	<u>MCS #</u>	<u>Brand</u>	<u>Moving From Rm</u>	<u>Moving To Rm</u>	<u>TITLE I? Y or N</u>

Administrator Approval:

Signature: _____ **Date:** _____