

This worksheet will help you track your critical IT and telecommunications equipment. It should be updated at least once a year and when new equipment is installed or purchased. In a disaster you will use this to quickly order or repair damaged equipment.

Enterprise Community Partners, Inc.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

IT Equipment Inventory
Worksheet

|  |  |
| --- | --- |
| Equipment item |   |
| Location of equipment  |  |
| Manufacturer |  |
| Manufacturer website  |  | Manufacturer phone |  |
| Serial No. |  | Pre-event condition  |  | Unit age |  |
| [ ]  Under warranty | Warranty exp. date |  | Backup units |  |
| Photo before disaster |  |
| Photo after disaster |  |