

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 | |  | | | | |