



IT Equipment Inventory Worksheet

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.

Equipment item					
Location of equipment					
Manufacturer					
Manufacturer website				Manufacturer phone	
Serial No.		Pre-event condition		Unit age	
<input type="checkbox"/> Under warranty		Warranty exp. date		Backup units	
Photo before disaster					
Photo after disaster					