



An Inventory of IT Equipment

There follows a list of suggested items that could be included as a part of an IT inventory. An inventory should be a living document, being updated and reviewed on a regular (monthly) basis.

1. For each PC: Serial number, purchase price, supplier, date purchased and spec (CPU speed, RAM, HDD size, etc)
2. Also similar details for each attached item of equipment (Monitor, Printer, Scanner, Camera).
3. Router details such as id and password can also be include together with WEP keys, pass phrases and email setup details (POP/IMAP/etc. servers, ids and passwords). ISP details can also be a part of an inventory – renewal dates, cost, id passwords, support numbers and emails.
4. List all software (programs such as Microsoft Office, Sage Accountancy, etc) and details such as serial numbers, licence keys, support details and renewals.
5. Any other specialist equipment (e.g. switch,)
6. Warranty details (including renewal dates and support numbers, ids, etc.)
7. Maintenance schedule (including any upgrades performed – RAM, HDD, etc)
8. Proposed replacement date
9. IP details (address, type, gateway, DNS, etc)
10. Include “human” details such as who uses it (usernames), where it is located and the computer name. DO NOT include passwords within this document unless it is properly protected. Passwords can be kept separately, in secure storage.

It is also considered best practice for the computer manager to have a single login to each PC (the “administrator” password). Often this remains unset after installation. Set a common administrator password on your PCs that will allow access to the manager and external support. Consider if individual users require administrator equivalent access to the PC that they use.