

City of Richmond

Administrative Manual

FIXED ASSET MANAGEMENT SYSTEM TAGGING PROCEDURES

Assets To Be Tagged:

All Capital Assets and Monitored Expensed Assets will be tagged. However, some of these assets, due to their nature and/or their exposure to the weather, are not practical to tag:

- Land parcels
- Land improvements
- Buildings and their service systems
- Fixed equipment such as pumps, motors, maintenance equipment, etc.
- Licensed vehicles
- Outdoor recreational equipment, such as playground climbers or athletic field goals
- Mobile/portable grounds equipment.

An asset purchased or constructed as an accessory or modification to an asset (e.g., a sheet feeder for a printer or a processing board for a computer) that is already monitored should not be tagged. It should be treated as an improvement to the existing asset. However, if it is not a permanent addition to the monitored asset (e.g., an external disk drive), it should be tagged and monitored separately.

Placement of Asset Identification Tags:

In implementing a fixed asset identification tagging procedure, one of the prime considerations should be the uniformity of the placement of the fixed asset identification tags. In applying the tags, ease of access for subsequent inspections should be the guiding principle. It is not necessary to deface an asset when applying a tag, but at the same time the tag should not be so remotely placed that it creates hardship in affixing it or finding it during an asset verification. Asset tags will be distributed by the Public Services Department. The following is a guideline of recommended locations to place asset identification tags:

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Computers: Computer equipment should be tagged on the right side near the back of the piece of equipment.

Office Equipment: Office equipment (e.g., fax machines, photocopiers, typewriters, et. al.) should be tagged on the right side near the back of the piece of equipment.

Furniture: Bookcase, Cabinets, and Files - The tag should be placed on the upper right hand corner.

Chairs - The tag should be placed on a spoke near the center stem of the chair.

Desks and Credenzas - The tag should be placed on the right pedestal in the knee well (unless there is only a left pedestal).

Tables and Workbenches - The tag should be placed at the top of a leg or base.

Other - The tag should be placed to the right hand side of the piece of furniture.

Appliances: Appliances should be tagged on the top right corner on either the face or side depending on accessibility.

Shop Equipment: For shop equipment and other heavy machinery, the asset identification tags should be placed where a minimum of grease, oil, vibration or heat will be encountered. Tags are intended to last the useful life of the item, so care should be taken when selecting the area the tag is to be placed. Ideally, the tag should be placed on the front of the asset or next to the manufacturer's plate.

Engineering/Scientific Equipment: For engineering and scientific equipment, the asset identification tag should be placed near the manufacturer's identification plate. For larger, less mobile equipment, the tag should be placed on the upper right hand corner of the asset.

Grounds/Maintenance Equipment: For grounds and maintenance equipment, the asset identification tags should be placed where a minimum of grease, oil, vibration or heat will be encountered, preferably near the manufacturer's identification plate.

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Audiovisual Equipment: Audiovisual equipment should be tagged on the right side near the back of the piece of equipment.

Athletic Equipment: Athletic equipment (e.g., balance beams or parallel bars) should be tagged on the leg or post of the asset.

Pianos: Upright pianos and electronic keyboards should be tagged on the right side near the back of the asset. Grand and baby grand pianos should be tagged on the underside near the right front leg.

Replacement of Defaced Asset Tags:

If an asset is observed to have a tag defaced to the point where number recognition is impossible, the asset should have a replacement fixed asset identification tag assigned and affixed to it. The Public Services Department should be notified of this situation by the submittal of an AIF AP 520-3 appropriately completed. Upon receipt of the form, the Public Services Department will remit the form to the requester with the new asset tag to be applied.