Attachment C – Procedure for Asset Forms Workbook No. G-AM-0002

LOS ANGELES UNIFIED SCHOOL DISTRICT
Information Technology Division
IT Capital Projects

SUBJECT: **ASSET MANAGEMENT - NEW INSTALLATION PROJECTS**
INSTRUCTIONS FOR COMPLETION OF FORMS

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I. INTRODUCTION

The Los Angeles Unified School District (LAUSD or District) Department of Information Technology (IT) Capital Projects has implemented an asset management system to effectively track and store critical information for all IT infrastructure assets. It is necessary that the data collected is consistent across data source providers and contains the information necessary to accurately track the assets provided to LAUSD. This system will provide control and accountability over the District's IT infrastructure assets.

The purpose of this procedure is to provide instructions for completing the workbook of asset management forms – Asset Inventory of New Installation Projects.

Example of business users of these forms are:

- IT Project Management Office – Infrastructure, Existing Sites
- IT Project Management Office – IT Project Support Services
- Communications Systems Installation Unit (CSIU)
- Network Operations

- Design and Quality Assurance Branch
- Vendor-Supplied Equipment

The Asset Management Group will work in conjunction with the various stakeholders to annually review and update these procedures to determine if changes in technology or theft experience warrant inclusion of any additional items in the asset inventory.

All Vendors who purchase equipment must be in compliance with the following: 1) District IT Specifications, 2) agencies who fund IT Infrastructure assets, and 3) governing E-rate rules and regulations, if applicable.

II. REQUIRED FORMS

This document is intended as a guide to assist the various business units and the District's Vendors with information regarding the identification and usage of the forms associated with the purchase of equipment provided by the Vendor and installed by the District. The designated ITD representative shall review these forms and processes with the Vendor at the time of purchase.

The software program that will be used in this procedure is Microsoft Excel. The Excel workbook that is being provided has several hidden worksheets. After opening the workbook, two worksheets will be visible to the user, the "Site_Info" and "Workbook History" worksheets. The user will be prompted to enter 1 for "LAN MOD" or 2 for "New Install" projects. This procedure is intended for "New Install" projects, thus 2 should be entered.

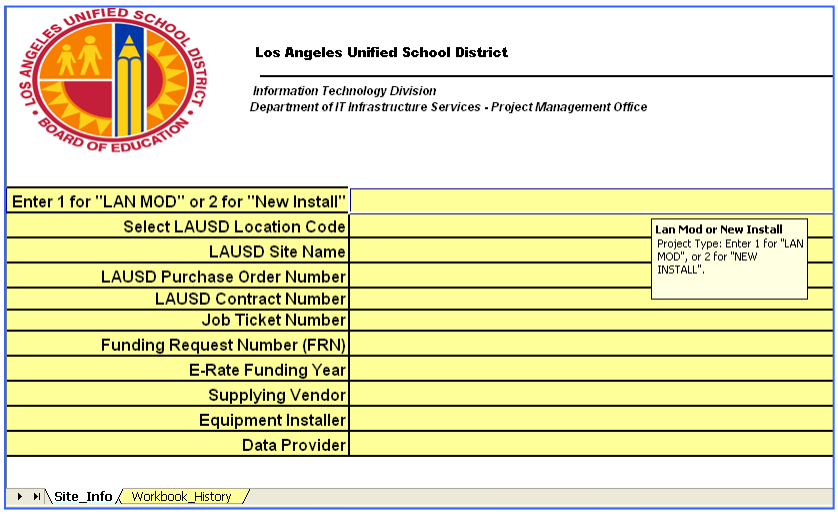


Figure 1: New Workbook Site Info Tab

Upon entering "2", four (4) individually tabbed worksheets will appear as shown below:

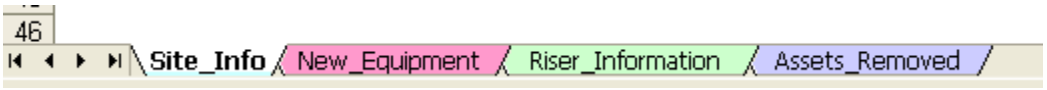


Figure 2: Color Schema

This document will outline the procedures that need to be followed when completing this workbook and it will also define the requested data elements.

Workbook Name: IT_Asset_Inventory.xls

One of the new features of the revised consolidated workbook is that column headers with linked fields have a color schema. This feature is intended to assist users in identifying fields that are automatically populated from other worksheets. The color legend is detailed below:

Color Legend		
Source Worksheet	**Tab Color**	**Linked Worksheets**
Site_Info		New_Equipment and Assets_Removed
New_Equipment		Riser_Information
Riser_Information		New_Information

Assets_Removed		N/A

Example:

For data elements that are populated in the "Site Info tab," columns that are highlighted with the "Tab Color" referenced above will automatically populate the referenced fields in the Assets_New_Equipment and the Assets_Removed worksheet when the Model Number is selected in each individual worksheet**.**

A. Worksheet Tab Name: Site Info

This form should be filled out first. This worksheet is used to collect information that is common to the inventory of all assets listed. The information is then automatically populated on the following worksheets.

B. Form 410A Asset List - New Equipment

Worksheet Tab Name: New_Equipment

This form is used to document new equipment purchased by a vendor. The asset list is to be submitted to the designated ITD representative by the Vendor.

C. Form 407A Riser Information Sheet

Worksheet Tab Name: Riser_Information

This form is used to document configuration information for network devices installed at the school. This report is completed by the District.

D. Form 409 Asset List – Removed/Returned Equipment

Worksheet Tab Name: Assets_Removed

This form is used to document previously installed equipment that is removed by the Vendor, if applicable under the project contract. Otherwise, District personnel shall complete this form if network equipment is removed.

E. Field Correction/Deviation Sheet for Removed/Returned Equipment

Form 424 Field Corr and Dev For Removed Equip

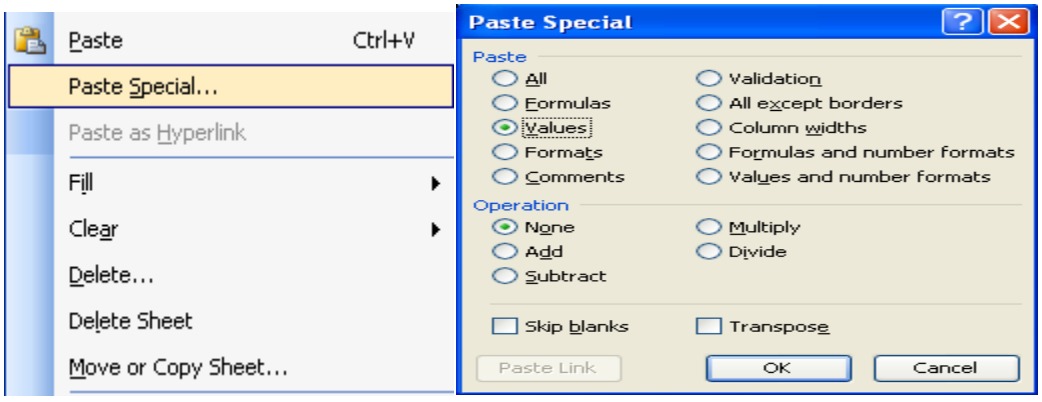
This form is used by the Asset Management Group to document any corrective items found during the verification process of the equipment that has been removed by the Vendor or District personnel. The District stakeholder or Vendor must alter the Asset List-Removed/Returned Equipment form with the changes and provide

the final soft copy to the ITD Representative and the LAUSD Asset Management Group for the final closeout documentation.

III. GENERAL INSTRUCTIONS

A. PROCEDURES

1. The Excel Workbook supplied by the ITD representative is "read only". The user must make a working copy by using the "save as" command in the File menu. The saved copy will be submitted to the ITD representative and must conform to the naming convention as specified by the ITD representative.
2. All forms that have assigned fields are to be completed by the Vendor (data source provider) and submitted to the designated ITD representative, as required, for acceptance.
3. Data fields within a form are to be completed by the Vendor unless otherwise noted.
4. Do not make changes to the formulas or data cell formats in the worksheets.
5. Do not use the "Cut and Paste" function to enter data, instead:
    a. Select "PASTE SPECIAL"
    b. Select Values and Click [OK]



6. Do not insert carriage returns (Alt+Enter), commas or any other non-alphanumeric character in column headings or data cells.
7. Do not leave any required data cells blank. If information is not available, enter "**n/a"**.
8. If a valid Serial Number is not available, enter "**n/a"**.

9. Enter appropriate information in a given field as defined in the individual work sheet instructions.
10. For each worksheet (except the worksheet on the Site Info tab), the data source provider must modify the worksheet header to show the LAUSD supplied Project Name, Site Name and Location Code. The workbook provides a school list that has the site name and the location code assigned by the District. Copy these values to the header.
11. Enter project name and site name in the header**.** To access the header and footer: Select File > Page Setup > Header/Footer > Custom Header or Footer.
12. Enter creation date in the footer, format: mm/dd/yyyy, and if this form is revised, enter the revision letter, example: Rev. A.
13. All new equipment must be tagged with an appropriate asset tag supplied by the LAUSD Asset Management Group.
14. Incomplete worksheets or worksheets with unauthorized changes will be rejected by the District.

B. TYPICAL ERRORS

The District shall review all workbooks submitted for accuracy and quality. Information that is submitted should be reviewed to ensure that the following common type of errors are identified and corrected by the Vendor prior to submission. Typical errors include, but are not limited to the following:

1. Duplicate serial numbers (e.g., assets submitted with same serial numbers)
2. Duplicate asset tags (e.g., assets at two different schools submitted with same asset tags)
3. Asset tags missing on some of the assets
4. Forms submitted without signatures
5. Printed reports not clearly legible
6. Printed reports not on 11x17 size paper

In the event that this information was submitted incorrectly by the Vendor, the District will reject this information and the Vendor must correct and resubmit.

IV. INDIVIDUAL WORKSHEETS

The Excel workbook is made up of the following four (4) worksheets. The required field information is defined for each worksheet as outlined below:

A. SITE INFORMATION WORKSHEET

This is the first form that should be completed. It contains the data elements common to the other forms in the workbook. This data will be automatically populated into the fields where it is required. The data only needs to be entered once on this worksheet.

1. MANUAL DATA ENTRY OF FIELD POPULATION

The Vendor, unless indicated otherwise, will manually input the following information in the designated format as described below:

a. **LAUSD Location Code**. This field shall follow the standard format noted as a four (4) digit value. This value is entered by LAUSD. Select it from the drop-down list.

b. **LAUSD Site Name**. When the LAUSD Location Code is selected from the drop-down list, **Site Name** will be automatically populated on the "Site Info" worksheet.

c. **LAUSD Purchase Order Number**. This value will be supplied by LAUSD to the Vendor. If a valid purchase order number does not exist, enter **"n/a"**. This value will be entered by the Vendor.

d. **LAUSD Contract Number.** This value will be supplied by LAUSD to the Vendor. If a valid contract number does not exist, enter "n/a". This value will be entered by the Vendor.

e. **Job Ticket Number**. This value will be entered by LAUSD. This is an internally assigned number. If a valid job ticket number does not exist, enter **"n/a"**.

f. Funding Request Number (FRN). This field shall follow the standard format noted as a five (5) – to six (6) digit value. This value is an E-rate driven number and can be found on the funding commitment decision letter (FCDL). If the number can't be located, the E-rate Office should be contacted for this information. If there is not a FRN available, the field should be populated with "**Not Funded**" or **"n/a**", whichever, is applicable. This value will be entered by LAUSD.

g. E-Rate Funding Year. Select from a drop-down list. This information is found on the funding commitment decision letter (FCDL) issued to the District. If the funding year can not be located, the ITD Representative should contact the E-rate Office for this information. If there is not a Funding Year available, this field should be populated with **"n/a"**. This value will be entered by LAUSD.

h. Supplying Vendor. This is the Vendor who will supply the equipment that was purchased by the District. This field shall follow the standard format noted as the Vendor's legal name. This data is entered by LAUSD.

i. Equipment Installer. This is the entity that installed the equipment.

j. Data Provider. This information will be the name of the entity supplying the data. This data will be entered by the Vendor.

B. ASSET LIST – NEW EQUIPMENT WORKSHEET

This form is on the New Equipment worksheet tab of the workbook. This form is to be used when the ITD Representative purchases new equipment and will use this form as a vehicle to track newly purchased equipment. Many fields are automatically populated from the "Site Info" worksheet. The Vendor is responsible for entering certain required data elements as described below:

1. AUTOMATIC FIELD POPULATION WITH LINKED FIELDS

The following fields are automatically populated from other worksheets. The user can rely on the simultaneous update of fields being populated between the various worksheets.

a. **Supplying Vendor, Purchase Order No., Contract No., Job Ticket No., Funding Year, Location Code, Site Name, FRN Number**, entered on the "Site Info" tab will be automatically populated in the appropriate fields when a **Model Number** is selected on this worksheet.

b. **Manufacturer** and **Description** will be automatically populated in the appropriate fields when a **Model Number** is selected on this worksheet.

c. **Building, Floor, Room Number, Cabinet** and **Slot-Port** will be automatically populated from the Riser Information worksheet when a **Model Number** is selected on this worksheet. This field will populate when the user manually enters this information into the Riser Information worksheet first.

d. **Warranty Start Date** will be automatically populated when **Delivery Date** is entered and a **Model Number** is selected on this worksheet.

Linked Fields		
Linked Worksheet	**Field**	**Outcome**
Site_Info	• Manufacturer • Description • Supplying Vendor • Purchase Order No. • Contract Number • Job Ticket Number • FRN Number • Funding Year • Site Name • Location Code	Fields are automatically populated when user enters Model Number into New_Equipment worksheet
Riser_Information	• Building • Floor • Room Number • Cabinet • Slot-Port	Fields are automatically populated when user enters Model Number into New Equipment worksheet. This automatic update only occurs when the user manually enters this information into the Riser_ Information worksheet.

2. MANUAL DATA ENTRY OF FIELD POPULATION

The Vendor is responsible for entering data into the following fields:

Field
• Model Number • Invoice Number • Delivery Date • Years of Warranty • Warranty Contract Number • Warranty Contract Coverage • AP/Bridge Radio Type • Serial Number • Asset Tag • Item Number • Component Of

The Vendor will manually input the following information in the designated format as described below:

a. Model Number. This is the first data element to enter on this form. Select the component's **Model Number** from the drop-down list. This data comes from a catalog prepared by LAUSD from data supplied by the Vendor. If the model number required is not on the list see Section V. Changes to Forms.

b. Invoice Number. Number of the invoice Vendor will use to bill LAUSD for the itemized component.

c. Delivery Date. This is the date that the equipment is received at the site. Format: mm/dd/yyyy.

d. Installation Date. This field shall follow the standard format: mm/dd/yyyy. This date is entered by LAUSD. In most cases it will be the same date as the Configuration Date. For CSIU, the Installation Date may not be the same as the Configuration Date.

e. Warranty Start Date. This date is automatically populated with the **Delivery Date**.

f. Years of Warranty. Select a value from the drop-down list.

g. Warranty End Date. This date is automatically calculated by adding **Years of Warranty** to the **Warranty Start Date**.

h. Warranty Contract Number. Equipment manufacturer's warranty contract number when warranty is supplied to LAUSD by a separate manufacturer's contract.

i. Warranty Contract Coverage. Select value from a drop-down list. The options that are available for network equipment are:

- **8 by 5 NBD:** 8 hours per day, 5 days per week, onsite, next business day parts for all other covered components and chassis per Statement of Work and specifications.

- **8 by 5 by 4:** 8 hours per day, 5 days per week with 4 hour response time, onsite, next business day parts for all other covered components and chassis. This will mostly apply to the backbone switch and router located at the edge at school sites.

- **8 by 5 by NBD Advance Hardware Replacement:** 8 hours per day, 5 days per week, next business day advance hardware replacement for covered components.

- **24 by 7 by 4 Advance Hardware Replacement**: 24 hours per day, 7 days per week with 4 hour response time, advance hardware replacement for covered components.

j. Building. If available, value entered must match designation on as-built drawings submitted to LAUSD. If the building is a bungalow, use the insurance number. Automatically populated from the Riser Information worksheet.

k. Floor: Values entered must match designation on as-built drawings submitted to LAUSD. Automatically populated from the Riser Information worksheet.

l. Room Number. Value entered must match designation on as-built drawings submitted to LAUSD. Automatically populated from the

Riser Information worksheet.

m. Cabinet. Enter the cabinet designation with which the component is associated. Typical field values are IDF, LDF, MDF, LDF/MDF. Where more than one cabinet of a type exists, follow the identifier with -1, -2, etc. Example: LDF-2. Automatically populated from Riser Information worksheet.

n. Slot-Port. If a component (e.g. blade, GBIC) is plugged into the slot of a network device ("parent") component, enter the number of the slot-port into which this component is plugged. Otherwise enter "**n/a**". This field shall be completed for all core and edge switches and router devices. The port field shall conform to the format applicable to the slot-port count and population (e.g. slot 1 port 1 = 1-1, component plugs into slot 1 of port 1 of the parent). Automatically populated from Riser Information worksheet.

o. A/P Location. For wireless devices select the placement from the drop-down list. This information may be found on the as-built drawings.

p. AP/Bridge Radio Type. For wireless devices select the radio frequency transmission specification (802.11.**x**) from the drop-down list**.**

q. Serial Number. Value entered must be the manufacturer's serial number, if available. Otherwise, enter "**n/a"**. Scan the value from the tag if possible.

r. Asset Tag. The Vendor or the LAUSD stakeholder shall be provided the appropriate E-Rate or ITD asset tags by the LAUSD ITD Asset Management Group. Scan the value from the tag if possible. Not all components get a unique asset tag. A group of components working together in a single unit, such as a switch, should all have the same **Asset Tag** number.

s. Item Number. The Item Number is a numerical value starting with zero (0). For an example of the Item and Component Of, please reference Attachment A.

t. Component Of. The Component Of is a numerical value starting with zero (0). For an example of the Item and Component Of, please reference Attachment A.

u. Notes. Assigned LAUSD resource and/or network engineer will enter miscellaneous information related to the component.

3. PROCEDURES

a. Enter **Site Name, Location Code** and **Project Name** in the header.
b. Enter creation date in the footer and if this form is revised, enter revision letter. Format: mm/dd/yyyy. Revision example: Rev. A.
c. Entries in the New Equipment worksheet should be made starting with the **Model Number** field.
d. The Vendor must print out the new equipment report and submit a hard and soft copy to the ITD representative. This report should be included as part of the closeout documentation.
e. Printed reports shall be printed on 11x17 size paper.

C. RISER INFORMATION WORKSHEET

This form is the Riser Information Data worksheet that is completed and submitted by a LAUSD network engineer. Vendors who participate in this process are not required to complete the riser information worksheet. Many fields in this form are automatically populated from the "New Equipment" worksheet, second tab in the workbook.

1. AUTOMATIC FIELD POPULATION WITH LINKED FIELDS

The following fields are automatically populated from the "New Equipment" worksheet. The user can rely on the simultaneous update of fields being populated between the worksheets.

Linked Fields		
Linked Worksheet	**Field**	**Outcome**
New_Equipment	• Manufacturer • Model Number • Description • Serial Number	Fields are automatically populated on Riser when user enters

	• Asset Tag	Model Number into New Equipment worksheet.

2. MANUAL DATA ENTRY OF FIELD POPULATION

The user of this form will be required to manually input the following data fields in the designated format as described below:

a. Building. Value entered must match designation on as-built drawings, if available, submitted to LAUSD. If the building is a bungalow please use the insurance number. Automatically populates the New Equipment worksheet.

b. Floor. Values entered must match designation on as-built drawings submitted to LAUSD. Automatically populates the New Equipment worksheet.

c. Room Number. Value entered must match designation on as-built drawings submitted to LAUSD. Automatically populates the New Equipment worksheet.

d. Cabinet. Enter the cabinet designation with which the component is associated. Typical field values are IDF, LDF, MDF, LDF/MDF. Where more than one cabinet of a type exists, follow the identifier with -1, -2, etc. Example: LDF-2. Automatically populates the New Equipment worksheet.

e. Slot-Port. If a component (e.g. blade, GBIC) is plugged into the slot of the network device ("parent") component, enter the number of the port or slot into which this component is plugged. Otherwise enter "**n/a**". This field shall be completed for all core and edge switches and router devices. The port field shall conform to the format (e.g. slot 1 port 1 = 1-1), of whatever is applicable regarding slot-port count and population. Automatically populates the New Equipment worksheet**.**

f. Host Name (DNS Name). Enter the host name of the configured device (e.g. hs-panorama-r1, hs-panorama-s1, or es-maywood-u1). The Host Name is the same as the DNS Name.

g. Internet Protocol (IP) Address. For routers, enter the loopback IP address of the device. For all other network devices, enter management IP address. Otherwise, "**n/a**".

h. MAC Address. Enter this information for all networking devices. For routers enter the Chassis MAC Address as displayed by issuing a "show diag" command (e.g. 0012.43c8.e550). For all other network devices enter the MAC address displayed in the router's ARP table (VLAN1 only). Specifically for wireless devices, enter the primary Ethernet interface as the MAC address. Enter **"n/a"** if not appropriate for this item.

i. DRAM (mb). Enter the amount of dynamic random access memory **(**DRAM**),** in megabytes, associated with this component. Value entered should represent actual installed amount of DRAM. Enter "**n/a**" if not appropriate for this item.

j. Internal Flash Memory (mb). Enter the amount of internal flash memory**,** in megabytes, associated with this component. Value entered should represent actual installed amount of Internal Flash Memory. Enter "**n/a**" if not appropriate for this item.

k. External Flash Memory (mb). Enter the amount of external flash memory**,** in megabytes, associated with this component. Value entered should represent actual installed amount of External Flash Memory. Enter "**n/a**" if not appropriate for this item.

l. Feeds From. Enter host name of uplink device (e.g. hs-panorama-s1), this device is typically a switch.

m. Uplink Port. Enter uplink port number on uplink device (e.g. GIGE or 10/100 Slot 1- Port 33).

n. Operating System. Select the value from a drop-down list of values that represent the operating system of the network equipment. For wireless devices, enter the IOS as the drop-down selection.

o. Operating System Version Number. Manually enter the operating system version number that aligns with the software installed on the network equipment, if applicable. ((e.g. Cisco 12.4(15) T1 or Alcatel 5.1.6.370.R02). Otherwise enter "**n/a**".

p. Configuration Date. Enter the date the component was configured to LAUSD specifications or "**n/a**" if not applicable. Date Format: mm/dd/yyyy

q. Notes. Network engineer's notes relating to the component.

3. PROCEDURES

a. Enter project name, location code and site name in the header.
b. Enter creation date in the footer and if this form is revised, enter revision letter.
c. The assigned LAUSD network engineer should submit a hard and soft copy of the Riser Information Sheet to the ITD Representative. This form should be included as part of the closeout documentation.

D. ASSET LIST – REMOVED/RETURNED EQUIPMENT

This form is used to document previously installed equipment that is removed by District stakeholders or the Vendor under the project contract. Removed equipment may require two separate forms to be completed; one for equipment returned to the District and one for equipment kept by the Vendor as trade-in equipment (if applicable).

1. AUTOMATIC FIELD POPULATIONS

The following fields are automatically populated from other worksheets. The user can rely on the simultaneous update of fields being populated between the various worksheets.

Linked Fields		
Linked Worksheet	**Field**	**Outcome**

Site_Info	• Data Provider • Location Code • Site Name	Fields are automatically populated when user enters Model Number into the Asset List-Removed/Returned Equipment form.
Assets_Removed	• Manufacturer • Description	Fields are automatically populated when user enters Model Number into the Asset List-Removed/Returned Equipment form.

2. MANUAL DATA ENTRY OF FIELD POPULATION

The Vendor or assigned LAUSD ITD representative will manually input the following information in the designated format as described below:

a. Model Number. This is the first data element to enter on this form**.** Select the component's **Model Number** from the drop-down list. This data comes from a catalog prepared by LAUSD from data supplied by previous installation Vendors. If the model number required is not on the list see Section V. Changes to Forms.

b. Date Removed. This field shall follow the standard format noted as mm/dd/yyyy. Date when equipment was removed as determined by the District stakeholder or Vendor.

c. Building. Value entered must match designation on as-built drawings submitted to LAUSD. If the building is a bungalow please use the insurance number.

d. Floor. Value entered must match designation on as-built drawings submitted to LAUSD

e. Room Number. Value entered shall include the room number associated with the equipment removed from the site. The room number should match the as-built drawings.

f. Cabinet. Enter the cabinet designation with which the component is associated. Typical field values are IDF, LDF, MDF, LDF/MDF.

Where more than one cabinet of a type exists, follow the identifier with -1, -2, etc. Example: LDF-2.

g. Serial Number. Value entered must be the manufacturer's serial number, if available. Otherwise, enter **n/a**. Scan the value from the serial number tag. If scan is not possible, type the value as formatted on the serial number tag. Example: 6HA M151 0429 is a serial number for a MIL-S801SC switch. Enter spaces between characters if spaces are part of the format. However, please ensure that there are no extra spaces before and after the serial number value.

h. Asset Tag. Document the asset tag that is affixed to the removed equipment, if available. Otherwise, enter **n/a**. Scan the value from the asset tag. If scan is not possible, type the value as formatted on the asset tag. Example: 00028123 is an E-Rate tag. Enter leading zeroes if part of the format. However, please ensure that there are no extra spaces before and after the asset tag value.

i. Returned Asset Tag. The District stakeholder or Vendor shall be provided Returned Asset tags by the LAUSD Asset Management Group. Affix a Returned Asset tag on the removed equipment and its modules, if any, and enter the value on the worksheet. Scan the value from the Returned Asset tag, if possible.

j. Pallet Number. Enter the pallet number on which the District stakeholder or Vendor placed the removed equipment. The District stakeholder or Vendor should number all pallets so that the District can efficiently track all returned equipment.

k. Configuration Default. Document the verification that District stakeholder or Vendor has removed all LAUSD specific configuration parameters. The configuration should be removed to the manufacturer's default. Select a value from the drop-down list.

l. Status. Select a value from the drop-down list.
- Returned – for removed equipment returned to Soto warehouse.
- Traded-In – for removed equipment not returned to Soto warehouse and identified as trade-in under the project contract (if applicable).

- Missing – for equipment that was listed on the initial inventory when the equipment was still on the rack, but not found during the final removed equipment audit (if applicable).
- Not discovered – for equipment that was not listed on the initial inventory, but found during the final removed equipment audit (if applicable).

m. Notes. This is a free-form field that is available for miscellaneous information (e.g.: damaged, router is still onsite or equipment not removed yet).

3. PROCEDURES

a. Enter project name, site name, location code, and total number of pallets in the header.
b. Enter creation date in the footer, format: mm/dd/yyyy, and if this form is revised, enter revision letter, example: Rev. A.
c. List removed equipment and its attributes as described above.
d. List all removed GBIC modules and all the modules of the removed core switch and the removed router.

Example [1]

Manufacturer	Model Number	Description	Serial Number	Asset Tag
Cisco	Cisco 3660 Series	Cisco 3660 Series Chassis	JAB0440C0CC	00000391
Cisco	CISCO3660-MB-2FE	Cisco 3660 Main Board with 2 Fast Ethernet	JAB04390BHF	00000391
Cisco	NM-1E2W	Network Module with 1 Ethernet and 2 WIC slots	18183805	00000391
Cisco	WIC-1DSU-T1	1-Port T1 DSU/CSU WIC	19953435	00000391
Cisco	34-0877-01	Cisco 3600 AC Pwr Sup	ABC04280342	00000391

[1] Example includes listing out the main board, network module, WIC card and power supply for the router

e. District stakeholder or Vendor must remove all LAUSD specific configuration parameters from all equipment and document the verification of configuration removal on the Asset List-Removed/Returned Equipment form.
f. District stakeholder or Vendor must palletize the removed equipment, shrink-wrap and label with school name, location code and assigned pallet number.
g. District stakeholder or Vendor shall provide 48-hours notice of delivery to the Soto warehouse or other District designated location by e-mailing the ITD Representative and the LAUSD Asset Management Group.
h. Prior to the delivery of removed equipment to Soto warehouse or other District designated location, District stakeholder or Vendor must provide a soft copy of the Asset List-Removed/Returned Equipment form to the ITD Representative and to the LAUSD Asset Management Group.
i. District stakeholder or Vendor shall deliver to Soto warehouse the removed equipment together with a completed transmittal form and a hard copy of the Asset List-Removed/Returned Equipment form.
j. LAUSD Asset Management Group shall verify the Asset List-Removed/Returned Equipment against the removed equipment received.
k. If there are any corrective items found during the verification, the LAUSD Asset Management Group shall document them using the Field Correction/Deviation Sheet for Removed/Returned Equipment (Form 424) and forward to the District stakeholder or Vendor. The District stakeholder or Vendor must alter the Asset List-Removed/Returned Equipment form with the changes and provide the final soft copy to the ITD Representative and the LAUSD Asset Management Group for the final closeout documentation.

V. CHANGES TO FORMS

Many data elements are selected from drop-down lists. If the required value is not in the list, the assigned stakeholder who completed the asset forms must complete the appropriate form and submit the form to the assigned ITD representative. Some of the data elements that may be included on the request form are the following:

i. location code
ii. model #, make and manufacturer
iii. returned equipment not listed

VI. ACRONYM/ABBREVIATION LIST

AP	Access Point
BBS	BackBone Switch
CESM	Compact Edge Switch-Managed
ESM	Edge Switch-Managed
GBIC	Gigabit Interface Converter
IDF	Intermediate Distribution Frame
IP	Internet Protocol
ITD	Information Technology Division
LAN	Local Area Network
LAUSD	Los Angeles Unified School District
LDC	Local Distribution – Classroom
LDF	Local Distribution Frame
MDF	Main Distribution Frame
MPOE	Main Point of Entry
SLD	Schools & Libraries Division
UPS	Uninterruptible Power Supply
WAN	Wide Area Network
WDF	Wireless Distribution Frame

VII. CONTACTS

For further information or questions regarding this procedure, contact the Deputy Director of the Asset Management Group at (213) 241.1065

VIII. ATTACHMENTS

A. Example of Item and Component of Relationship

Approved by:

/s/ *James Alther*
James Alther
Chief Technology Director
Department of I.T. Capital Projects

Attachment A

A. DEFINITION

1) **Item Number.**
   - Group all the assets with the same Asset Tag Number together.
   - List the main parent item first. It should have an **Item Number** of 0 (zero).
   - Number the rest of the items sequentially beginning at 1 (one).
   - Each chassis or main component will always begin with an Item Number of 0 and will be a Component of 0.

All parents in the group must precede their associated child items

2) **Component Of.**
   - This is the **Item Number** of this item's parent within the Asset Tag group.
   - Equal to 0 (zero) if the **Item Number** is equal to 0 (zero).

B. ITEM NUMBER/COMPONENT OF (Parent/Child) EXAMPLES

Example One

There are two Cisco 6500 switches that each make up nine components in this example. Each item of the group has the same **Asset Tag** number. Each switch will have a unique asset tag.

- The items are numbered from 0 to 8. Each main component will use the numerical value system of 0 to 8. If you have more components that plug into the chassis your numbering system will increase to whatever the number of components you have.
- The chassis or the highest level item is first in the list and is **Item Number** 0. Its **Component Of** is 0 because it does not plug into any other item on the list. It precedes any item that plugs into it.
- The fan tray, **Item Number** 1, plugs into the chassis. That makes the chassis its parent. Therefore its **Component Of** is 0, the **Item Number** of the chassis.
- The 48-port module, **Item Number** 2, and the supervisor engine, **Item Number** 3, also plug into the chassis so their **Component Of** is 0.

- The supervisor engine, **Item Number** 3, is also a parent, as the IOS, **Item Number** 4, plugs into it. Therefore the IOS's **Component Of** is 3.
- The multimode transceivers, Items 7 and 8 plug into the 48-port module so their **Component Of** is 2.

Example showing use of Item Number and Component Of fields				
Asset Tag	**Description**	**Model Number**	**Item No.**	**Component Of**
117407	Enh C6509 Chassis - 9slot; 15RU; No Pwr Supply; No Fan Tray	WS-C6509-E	0	0
117407	Catalyst 6509-E Chassis Fan Tray	WS-C6509-E-FAN	1	0
117407	Catalyst 6500 48 Port Fab-Enabled 10/100/1000 Inline Pwr Mod	WS-X6548-GE-45AF	2	0
117407	Catalyst 6500/Cisco 7600 Supervisor 720 Fabric MSFC3 PFC3B	WS-SUP720-3B	3	0
117407	Cisco CAT6000-SUP720 IOS Ent. LAN Only.	S733ALK9-12218SXD	4	3
117407	Catalyst 6500 3000W AC power supply	WS-CAC-3000W	5	0
117407	Power Cord – 250Vac 20A - Straight Blade NEMA 6-20 Plug	CAB-AC-2500W-US1	6	5
117407	GE SFP - LC Connector SX Transceiver - Multimode	GLC-SX-MM (CCX)	7	2
117407	GE SFP - LC Connector SX Transceiver - Multimode	GLC-SX-MM (CCX)	8	2
117408	Enh C6509 Chassis - 9slot; 15RU; No Pwr Supply; No Fan Tray	WS-C6509-E	0	0
117408	Catalyst 6509-E Chassis Fan Tray	WS-C6509-E-FAN	1	0
117408	Catalyst 6500 48 Port Fab-Enabled 10/100/1000 Inline Pwr Mod	WS-X6548-GE-45AF	2	0
117408	Catalyst 6500/Cisco 7600 Supervisor 720 Fabric MSFC3 PFC3B	WS-SUP720-3B	3	0
117408	Cisco CAT6000-SUP720 IOS Ent. LAN Only.	S733ALK9-12218SXD	4	3
117408	Catalyst 6500 3000W AC power supply	WS-CAC-3000W	5	0
117408	Power Cord – 250Vac 20A - Straight Blade NEMA 6-20 Plug	CAB-AC-2500W-US1	6	5
117408	GE SFP - LC Connector SX Transceiver - Multimode	GLC-SX-MM (CCX)	7	2
117408	GE SFP - LC Connector SX Transceiver - Multimode	GLC-SX-MM (CCX)	8	2

Example Two

This is a Wireless OmniAccess AP61 with Dual RP-SMA external connectors Access Point made up of five components in this example. Each item of the group has the same **Asset Tag** number.

- The items are numbered from 0 to 4.
- The wireless access point or the highest level item is first in the list and is **Item Number** 0. Its **Component Of** is 0 because it does not plug into any other item on the list. It precedes any item that plugs into it.

- The High Gain Omni-Directional Detachable Antenna, **Item Number** 1, plugs into the wireless access point. That makes the wireless access point its parent. Therefore its **Component Of** is 0, the **Item Number** of the wireless access point.
- The High Gain Omni-Directional Detachable Antenna, **Item Number 2**, also plugs into the wireless access point so its **Component Of** is 0.
- The Single Port POE Injector, **Item Number 3**, also plugs into the wireless access point so its **Component Of** is O.
- The OmniAccess AP61 wall/ceiling mounting kit, **Item Number 4**, also plugs into the wireless access point so its **Component Of** is O.

Asset Tag	Model Number	Description	Item No.	Component Of
141102	OAW-AP61	OmniAccess AP61 access point w/Dual RP-SMA external connectors	0	0
141102	AP-ANT-1	High Gain Omni-Directional Detachable Antenna 2.4Ghz-5Ghz / 4.5dBi Tri-Band	1	0
141102	AP-ANT-1	High Gain Omni-Directional Detachable Antenna 2.4Ghz-5Ghz / 4.5dBi Tri-Band	2	0
141102	OAW-AP-MS1	Single Port POE Injector (Midspan)	3	0
141102	OAW-AP60-MNT	OmniAccess AP61 wall / ceiling mounting kit	4	0

IX. PROCEDURAL CHANGES

Change Request No:	Request Submitted By:	Change Requested	Approved By:	Date Approved:
1	Rodrigo Rodriguez	Removed requirement for user to input "component type"	J. Alther/ T. Hruska	March 13, 2008
4	Rodrigo Rodriguez	• **All Section Headers:** Changed Department name to IT Capital Projects; • **Workbook:** Rearranged columns and added color-coded classification system; • **Section II:** Designed new interface to workbook and changed name to identify entire workbook; • **Section II.F:** Removed Form 405 Letter of Transmittal; • **Section III.A.5:** Added language describing the "Paste Special" function to enter data; • **Section III.B:** Updated information on typical errors for asset lists; • **Section IV.B.1.d:** Deleted New Equipment column in table; • **Section IV.D.3.g:** Added language on missing returned equipment; • **Section V:** Added language to clarify the change process procedure	J. Alther/ T. Hruska	May 15, 2008

		for components missing in workbook; • **Section VIII:** Removed Attachment B, sample transmittal, contractor will use own transmittal; • **Attachment A:** Removed 3Com example and added an Alcatel example.		