



Capital Equipment Inventory Baseline

Property Management Interchanges

March 10 - 11, 2020

Overview



INTRODUCTION



INVENTORY
PROCESS



COMMON
TOPICS



KEYS TO
SUCCESS



NEXT STEPS



QUESTIONS

Introduction – Why?

Reasons for comprehensive capital equipment baseline:

- Clean starting point for base inventory
- Improved accuracy of capital equipment records
- Compliance with federal requirements
- Capital equipment safeguarding and internal controls

Introduction – Who?

University of Michigan

- **Sponsors** – Tony Burger, Director of Procurement Services, and Cheryl Soper, Controller and Director of Financial Operations
- **U-M Departments**

HCA

- **Mike Fister** – Vice President (13 years related experience)
- **Mariana Traetta** – Director (14 years related experience)
- Additional 5-6 HCA Staff

Inventory Process

Onsite Baseline Capital Equipment Inventory:

- Capital equipment verification of approx. 26,000 capital equipment in nearly 500 buildings
 - Scanning and review of existing assets – tagged and not tagged
 - Reconcile missing assets to remove “Ghost Items”
- Reconcile data records
 - Complete an accounting reconciliation to create clean baseline asset file

Inventory Process (continued)

Kick off

- Inform university community
– **February 20, 2020**
- Interchange meetings
– **March 10 - 11, 2020**
- Clarify roles/
responsibilities
- Opportunity for questions

Phase 1: Blitz

- **Building focus**
- HCA staff will cover Ann Arbor, Dearborn, & Flint campuses, and the Medical School
- Majority of equipment will be located during this phase
- **March 30* - May 15, 2020**

**Dearborn and Flint will begin on March 16*

Phase 2: Reconciliation

- **Department focus**
- Scheduling of appointments to locate items not found during blitz phase
- List of 'to be accounted for' items will be provided to departments in advance
- **April 20 - June 30, 2020**

Common Topics

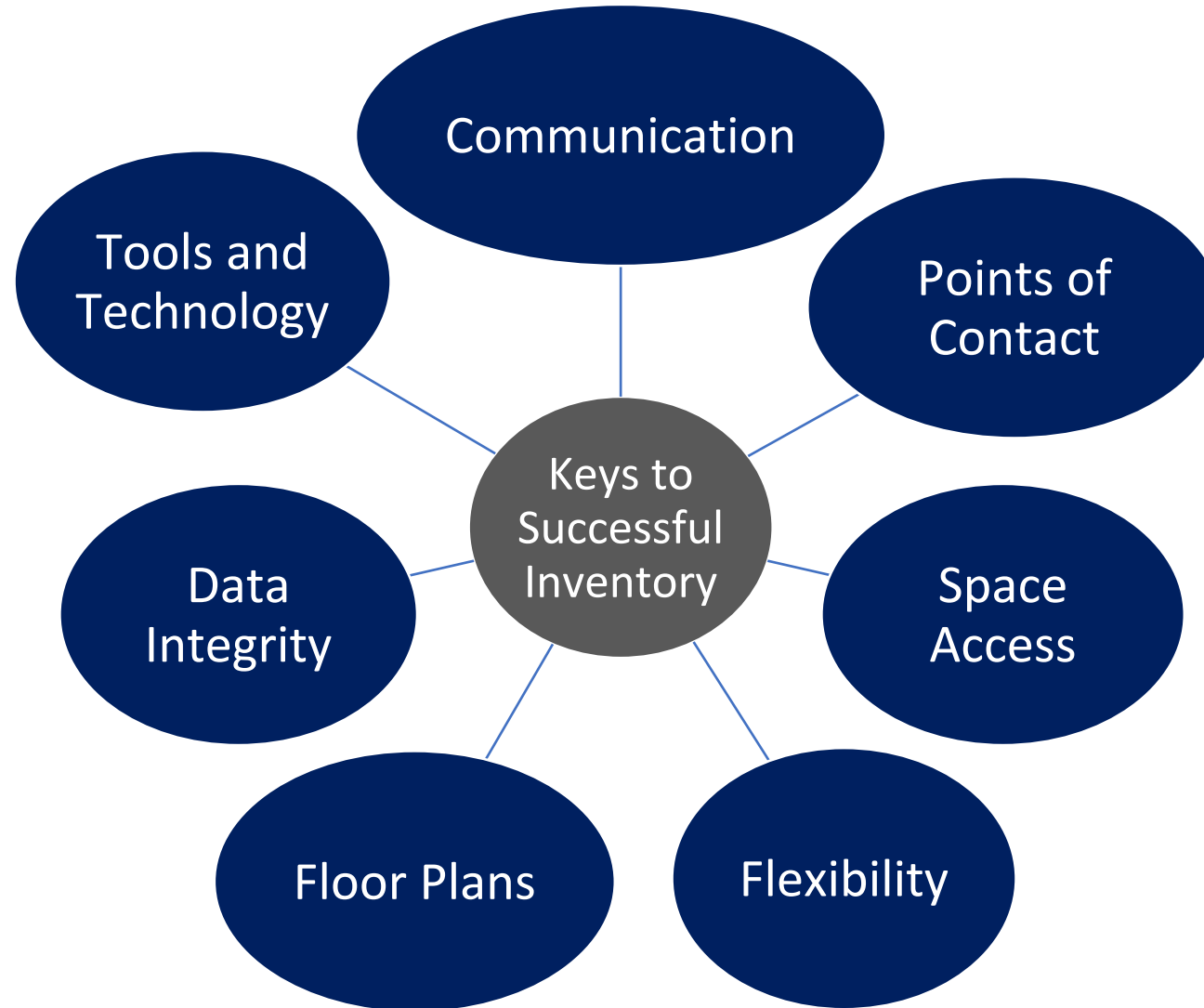
- Accessibility to sensitive space
 - Biosafety Level 3 (BSL3s)
 - Animal Areas (Vivariums)
 - Clinical Areas
- Timing of HCA personnel presence in each space
 - Preliminary schedule for Blitz Phase can be found on the [Property Management Project Website](#)





Common Topics (continued)

- Identification of HCA personnel
 - HCA staff will wear U-M contractor badges and will carry print out of memo in case occupants are unaware of baseline initiative
- Physical scanning of tags
 - Treatment of untaggable assets – small subset of research assets that should not be tagged
 - Treatment of vehicles, IT switches
- Fully-depreciated assets
 - All capital equipment still in use must be included in the university's inventory records until properly disposed of

Keys to Successful Comprehensive Inventory



More Information

- [***Property Management Project Website***](#) includes updates relevant to the project, including this presentation, schedule, and FAQ
- ***Property Control Team:***
 -  734-764-6251
 -  [*property.info@umich.edu*](mailto:property.info@umich.edu)

Questions?

Thank you!