Expectations for reconciliation phase with HCA staff

Your assistance in coordinating within your departments to optimize the reconciliation meetings is greatly appreciated.

Before the meeting:

1. Departments are expected to respond to the initial reconciliation e-mail confirming the suggested appointment date/time. If the proposed date/time are not convenient, a different time can be suggested, but please respond so a meeting can be scheduled.

2. Unresponsive departments will be reminded twice via e-mail and once via phone call. If unresponsiveness continues, departments will be escalated to the UM Project Team for resolution.

3. The primary point of contact should contact internal staff or faculty to confirm the items’ locations before the meeting. The equipment list should be reviewed, and items should be located or accounted for (identified as off-site, retired, etc.) ahead of time.

4. The primary point of contact is expected to coordinate with staff, faculty and other custodians within their department prior to meeting. Unfortunately, under most circumstances, HCA cannot schedule individual meetings with custodians.

During the meeting:

5. Each department will have one reconciliation meeting. It is expected that departments are ready to resolve all pending items during their appointment. Since HCA is required to physically affix a new RFID property tag to each asset, someone will need to provide access and identify the items on the list provided in advance.

6. The person(s) meeting with HCA should be familiar with equipment and have access to physically show the assets that remain in your department’s possession. If the primary point of contact is not familiar with the equipment, please coordinate within your department to find the person(s) who can resolve the remaining items.