

UCF Property & Inventory Control Department

Tagging and Inventory Pre-appointment Checklist

Due to the coronavirus, those who steward university assets must consider a variety of safety factors when meeting with University of Central Florida (UCF) Property & Inventory Control Department staff to tag and inventory assets. This Tagging and Inventory Pre-appointment Checklist is designed to aid in that process.

To facilitate clear communication between departments and Property & Inventory Control staff, property custodians (PCTs)/principal investigators (PIs)/contacts MUST confirm their review and completion of this checklist via email **five (5) business days** before a scheduled appointment **AND on** the morning of the scheduled meeting. These two confirmations are required to ensure that a safe space is ready for the Property & Inventory Control team to enter. It also provides verification that the assets are located and ready for tagging or inventorying at the time of the appointment.

Pre-appointment Checklist

1. Confirm receipt of this checklist with the Property & Inventory Control Department before any appointment.
2. **Review and comply with the UCF coronavirus safety plan** as detailed on the [UCF Coronavirus website](#) and in the [UCF Return to Campus Plan](#) and [Emergency Policy – COVID-19 Return to Campus Policy](#).
3. **ALL APPROPRIATE PERMISSIONS** are needed to conduct tagging or to inventory at locations/spaces.
 - a. Types of permissions include the following:
 - i. [Office of Research](#) permissions (per Office of Research safety tiers [pages 13-14 of UCF Return to Campus Plan] and **UCF coronavirus safety plan**)
 - ii. PI permissions (per Office of Research safety tiers and **UCF coronavirus safety plan**)
 - iii. [Building liaison](#) permissions
 - iv. Departmental permissions (acknowledgement and approval of entry into suites, offices, classrooms of department(s) by Property & Inventory Control staff)
 - b. If permissions have not been met, appointments will need to be rescheduled.
4. All PCTs/PIs/contacts MUST have their own transportation to and from the appointment or building.
5. All PCTs/PIs/contacts MUST wear a mask at all times AND MUST maintain social distancing while working with the Property & Inventory Control team.
6. Locations/spaces must have less than four (4) people present before the team can enter per Office of Research safety tiers and the **UCF coronavirus safety plan**.
7. Assets **MUST HAVE BEEN LOCATED IN ADVANCE OF SET APPOINTMENT** and be ready to be tagged or inventoried.
 - a. **The department responsible for stewardship of the assets must locate and provide access to assets for tagging or inventorying.**
 - b. Assets situated in buildings that are not where the PCT/PI/contact's office resides, must have been located in advance. This may require the responsible department to collaborate with other departments or contacts.
 - c. **No search for assets will be conducted at the appointment by Property & Inventory Control team members.**
 - d. If assets have not been located by the time of the appointment, the appointment will be rescheduled.
8. PCTs/PIs/contacts should be aware of how many people have come into contact with the asset. They should be able to provide this information (to the best of their knowledge) before the Property & Inventory Control team handles the asset if the team requests it.
9. PCTs/PIs/contacts should sanitize the assets, if possible, prior to or during the appointment.
10. If locations/spaces are congested, assets should be moved to another area to allow for tagging or inventorying in a safe space with enough room for social distancing.

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11. PCTs/PIs/contacts are to have the following:
 - a. Their own documents for notetaking
 - b. Their own purchase orders or documents during tagging appointments
 - c. Their own list of assets/not-scanned/off-campus/loan asset reports for inventory appointments

Access to Assets

The PCT/PI/contact must also consider access to assets. If safety guidelines prohibit access, tagging and inventorying may still be completed in some situations. Answer the following question to determine how you can complete this process:

Can you (the PCT/PI/contact) provide the Property & Inventory Control team access to assets and locations/spaces per Office of Research safety tiers, the UCF coronavirus safety plan, and Tagging and Inventory Pre-appointment Checklist guidelines?

1. **Yes**, access will be provided **per Office of Research safety tiers, the UCF Coronavirus safety plan, and the Tagging and Inventory Pre-appointment Checklist guidelines.**
 - a. On the morning of the appointment, confirmation must be provided before meeting. If it is, the appointment will continue as scheduled.
 - b. **Compliance is required by contacts.**
 - c. Appointments will be rescheduled if the Property & Inventory Control team decides to do so, especially for what is determined to be non-compliance with the Office of Research safety tiers, the UCF Coronavirus safety plan, and Tagging and Inventory Pre-appointment Checklist guidelines.
2. **No**, access cannot be provided **per Office of Research safety tiers, the UCF Coronavirus safety plan, and Tagging and Inventory Pre-appointment Checklist guidelines.** If access cannot be granted, tagging and inventorying can continue if the following requirements are met. If they cannot be met, the appointment will need to be rescheduled.
 - a. **Tagging Appointment**
 - i. Tagging team must be able to contact the PCT/PI/contact to set up the appointment.
 - ii. Tagging team will wait outside the lab while the PCT/PI/contact completes tagging of asset(s).
 - iii. Property & Inventory Control Department will need photographic verification of the following information sent via email:
 1. Overall asset
 2. Decal on asset
 3. Serial ID
 4. Location Information
 - b. **Inventory Appointment**
 - i. Photographic verification will be accepted via email with the following information:
 1. List of assets or not-scanned report identifying the assets that are to be submitted
 2. Overall photo of the asset
 3. Photo of the decal number
 4. Photo of the serial ID
 5. Location information