SHARED HOSTED DATA CENTER
ASSET TAG
PROCESS

APRIL 21, 2017

Revision History

Revision #	Date of Release	Purpose
v.1.0	April 21, 2017	New Procedure
v.1.0	June 2, 2017	Approved

Approvals

Name	Role	Date
Allan Gazza	IT Infrastructure Manager, ASET-SDC	April 23, 2017
Luke Davis	IT, ASET-SDC	April 21, 2017
Mike McCaffrey	IT, ASET-SDC	April 25, 2017
Marco Pascale	Inventory Control Specialist	April 25, 2017

PURPOSE
The purpose of the document to identify and describe the process to attach a unique asset tag to equipment at the Shared Hosted Data Center (SHDC) and track the equipment in the ADOA and other Agency inventory systems, SHDC Equipment Installation log, and the SHDC rack elevation document.

ENTRY CRITERIA

ASSET TAGGING PROCESS FOR ADOA EQUIPMENT AT THE SHDC

Step	Responsibility	Action
1.	ADOA ASET personnel	Copy of PO sent to Requestor and ADOA Property Control Officer
2.	ADOA Property Control Officer	Reviews final PO and issues proper ADOA Asset Tag ID for equipment and notifies SHDC team that tags are ready for pick-up
3.	SHDC Facility Personnel	Receives new equipment at SHDC receiving and shipping facility. Inspects shipping box for any damage prior to unpacking equipment. If any damage is noted, follow Damaged products received process.
4.	SHDC Facility Personnel,	Record equipment in the SHDC Equipment Installation form. Note all equipment that was received.
5.	ADOA Property Control Officer/SHDC Facility Personnel	Apply the Asset Tag ID barcode on the equipment, in clear visible location (preferable on the back of the equipment) where it can be read or scanned. Do not place on top of equipment. See photo 1 example.
6.	SHDC facility personnel	Send an e-mail to ADOA Property Control Officer all the equipment information including Manufacturer, Model, Serial Number, Asset Tag number, and row, rack and RU location.
7.	ADOA Property Control Officer	Record new equipment info into ADOA asset tracking system, capturing Manufacturer, Model, SN, tag ID and rack ID, and rack RU number.
8.	IT Infrastructure Manager	Record new equipment info into SHDC rack elevation document the following information: Manufacturer, Model, SN, tag ID and rack ID and rack RU number.

ASSET TAGGING PROCESS FOR AGENCY EQUIPMENT AT THE SHDC

Step	Responsibility	Action
1	SHDC Facility Personnel	Agency equipment is received at SHDC shipping department.
2.	SHDC Facility Personnel	Inspects shipping box for any damage prior to unpacking equipment. If any damage is noted, follow Damaged products received process.

SHDCPRO-017_REV 1.01_SHDC ADOA ASET Tag Process

3.	SHDC Facility Personnel	Unpacked equipment from shipping box. Note all equipment that received. Save shipping box if requested by agency. Agency must come and pick up shipping box within 72 hours.
4.	SHDC Facility Personnel	Agency provides asset tag is installed. Apply the Asset Tag ID barcode on the equipment, in clear visible location (preferable on the back of the equipment) where it can be read or scanned. Do not place on top of equipment. See photo 1 example.
5.	SHDC Facility Personnel,	Move all agency received equipment to SHDC raised floor space.
6.	SHDC Facility Personnel	Send an e-mail to agency internal asset tagging personnel all the equipment information including Manufacturer, Model, Serial Number, Asset Tag number, and row, rack and RU location.
7.	SHDC Facility Personnel,	Record equipment in the SHDC Equipment Installation form.
8.	IT Infrastructure Manager	Record new equipment info into SHDC rack elevation document the following information: Manufacturer, Model, SN, tag ID and rack ID and rack RU number.

Output

- Document equipment in Equipment Installation spreadsheet.
- Send an e-mail to ADOA Property Control Officer
- Rack Elevation Visio Document updated

EXIT CRITERIA
- Equipment tagged in proper location for SHDC
- All tracking documents completed

External References:

- SHDC Equipment Installation and Removal Form
- SHDC Rack Elevation

ADDITIONAL CONSIDERATIONS/ASSUMPTIONS
- AZNet equipment installed at SHDC will come in already tagged with an AZNet tag ID tracked into the AZNet CMDB
- In addition, hosted equipment will have the hosted agency asset tracking process unique to their respective agency, group, board, etc.

STAKEHOLDERS
- SHDC DATA CENTER PERSONNEL
- AGENCY PERSONNEL
- AZNET II PERSONNEL

SLR CONSIDERATIONS
N/A

SHDCPRO-017_REV 1.01_SHDC ADOA ASET Tag Process

Procedure Attributes

- Procedure Owner: ASET-SDC - IT Infrastructure Manager
- Review Cycle: 360 days
- Stakeholders for Approvals and Changes: ASET-SDC

Revision Number	Revision Date	Responsible person for Revision	Reason of Revision
1.0	4/21/17	Luke Davis	New Document
1.01	2/23/2017	Allan Gazza	Additional content revisions