

ASSET MANAGEMENT DEFINITIONS AND MASTER ASSET LIST

Category 1 — Emergency Operations Equipment (\$500 or Sensitive)

Assets under this category are used for emergency situations within the agency. These assets are assigned to centralized warehouses and are managed by DOI.

- Portable work lights
- Air conditioners
- Portable heaters
- Generators
- Air circulators
- Canopies

Category 2 — Security (\$500 or Sensitive)

Assets under this category relate to security equipment including Firearms and Key-Tool control assets.

- Two-way radios
- Ballistic vests
- Keywatcher
- Safe
- Cell-sense
- Firearms
- Key-tool control

Category 3 — Agri-Services (\$500 or Sensitive)

Assets under this category are used for Agri-services farm equipment.

- Animal clippers
- Dehorner
- Seed cleaner
- Grain auger
- Log splitter
- Plow
- Pasture sprayer
- Field cultivator
- Hay rake

Category 4 — Laundry (\$500 or Sensitive)

Assets under this category include all assets used to launder staff and inmate clothing.

- Washers (staff and inmate)
- Dryers (staff and inmate)
- Stacked combo washer/dryer
- Embroidery machine
- Sewing machine

Category 5 — Peripheral Device (IT) (No Threshold)

Assets in this category include but not limited to:

- Projector

- Printer
- Joystick
- Microphone
- Digital camera
- Network server/Switch
- Audio/Visual Equipment
- Computer speakers
- Conference webcam
- Docking station
- Scale
- Scanner
- Timeclock
- Video camera
- Wireless Access Point
- Hard drive
- Stamp machine
- Shredder

Category 6 — Physical Security (\$500 or Sensitive)

These assets include all equipment under the control of the Physical Security unit to include but not limited to:

- Camera
- DVR
- Fence technology
- Camera controller
- Receivers
- Transmitters
- Distribution amps
- Tools
- UPS
- Power supply
- Encoder
- Monitor
- Recorder
- Ethernet Port

Category 7 — C&M (\$500 or Sensitive)

Assets under this category relate to general tools, outside equipment and heavy machinery.

- Generators
- Heavy machinery
- Lawn mowers
- Leaf blowers
- Power tools
- Weed eaters
- Conex boxes

- A/C units
- Vehicle scan tools
- Welders
- Hydraulic tables
- Pipe bender
- Drill presses

Category 8 — Food Service (\$500 or Sensitive)

Assets under this category relate to food service equipment. These assets include all cooking and prep machines:

- Heavy duty blender
- Meat slicer
- Brewer
- Warmer
- Mixer
- Convection oven
- Kettle
- Oven
- Braising pan
- Refrigerator
- Ice machine
- Drying rack
- Wash bay
- Drink station

Category 9 — Furniture (\$500 or more)

Furniture that was initially purchased for \$500.00 or more.

Category 10 — Medical (\$500 or Sensitive)

Assets under this category include any and all equipment that is specific to the practice of medicine including:

- Exam table
- Screener
- AED machine
- Oxygen concentrator
- Ultrasonic sculler
- Blood pressure pulse rate machine
- Dentist chair
- ECG/EKG machine

Category 11 — Mobile Communications (No Threshold)

Assets under this category are for state-issued cellphones and tablets for the agency. The assigned mobile communications coordinator will add/delete and check out assets from this category.

- Cellular telephones
- Tablets

Category 12 — Vehicles (\$500 or more)

Assets under this category are for all state issued vehicles and related vehicle assets.

- Agency vehicles
- Trailers
- ATV
- Golf carts
- Gator

Category 13 — Recreational Equipment (\$500 or more)

Assets under this category are for recreational equipment.

- Exercise bike
- Endurance rower
- Stair master
- Treadmill
- Elliptical machine
- Dumbbell set
- Pool table
- Foosball Table
- Arcade Machine
- Ping pong table

Category 14 — Computers (No Threshold)

Assets under this category are for all state issued computers.

- Desktop computers
- Laptop computers
- Mini or small form factor desktops
- Kiosk
- Surface pro
- Telepresence
- Time clock kiosk

Category 15 — Computer Monitors (No Threshold)

Assets under this category are for all state issued computer monitors.

- All computer monitors / all sizes

Category 16 – VoIP Telephone (No Threshold)

Assets under this category are for all state issued VoIP telephones.

- VoIP Phone
- VoIP Telephone Adaptor
- Cisco Softphone
- Cisco Telephone Adaptor
- Other Phones (Any older phone that is not a cisco or VoIP).

Category 17 – Televisions (No Threshold)

Assets under this category are for all televisions/video displays.

- All sizes/manufacturers/models
- Displays used without a computer or specifically made to be used as a television