



EDUCATIONAL CENTRE ASSET TAG AND COUNT

Case Study: Fixed Asset – Educational Institute

An educational centre needed to carry out a complete **fixed asset inventory** of all furniture and electrical equipment

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A public Educational Centre located in Madrid, required the support of RGIS. The school has approximately 30 teaching spaces, 20 of which are classrooms, of which 12 are technology classrooms, equipped with 28 computer stations and 8 digital classrooms. Within these spaces, they also have a library, music room, gym, departments and offices, among others.

REQUIREMENT

The educational centre needed to carry out a complete **fixed asset inventory** of all furniture and electrical equipment throughout the site, so required RGIS to provide the following:

- To create a **new asset register** of every asset within the project's scope:
 - All furniture including shelves, tables, desks and chairs
 - Electrical equipment including computers and projectors
 - Blackboards, books and instruments
- To cover **all rooms** in all buildings
- To **tag all assets** with unique barcodes
- All data to be transferred on to the **asset register** to enable the educational centre to maintain the information

SOLUTION

The educational centre partnered with RGIS to complete the **educational centre asset tag and count project**, and RGIS provided the following:

- RGIS scheduled an **experienced RGIS auditor and supervisor** to complete the asset count
- Assets were **identified and unique labels were applied** to all assets with corresponding name and barcode, and placed so that they were visible
- **72 asset categories were created**, belonging to **13 different asset families**: Audio-visuals, sports, electrical appliances, tools, instruments, books, cleaning, measurement, furniture, planning, reprography, health and sound
- All barcodes were **scanned and data collected**

RESULTS

The educational centre found by outsourcing the **educational centre asset tag and count project** to RGIS, the following results were achieved:

- RGIS completed the asset tag and data collection at the educational centre in 20hrs
- A total of **6,400 assets were identified, labelled, scanned and added to the asset register**
- The educational centre can now **identify how many assets are available** for each category and utilise across all locations (classrooms, departments etc.)
- The asset register can now be **maintained by the educational centre going forward** by adding new, and removing obsolete assets as applicable



By partnering with RGIS, the educational centre had an **accurate and true picture** of the assets they had in each of the rooms throughout the site



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Asset Tagging



Information Gathering



New Asset Register



Utilising Existing Assets



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