K U B E D A T A F O R M:
I N V E N T O R Y I D E N T I F I C A T I O N

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How To Use This Form:
Create your own check list as you consider each question in the categories below. Write your detailed answers on a separate piece of paper.

C A L M – Comprehensive Asset Lifecycle Management

1. Define what is considered an asset? List them according to importance.

2. Have you gathered information on your furniture, fixtures, and equipment?

3. Do you have appropriate documentation for insurance purposes?

4. What methods need to be taken to protect your assets?

5. What do you want to accomplish with your asset management program?

6. What long-term improvements are you planning in regards to your current assets?

7. Have you distinguished between your tangible and untangible assets?

8. What is your system for maintaining stock and non-stock items?

9. Do you have a written procedural for each designated personnel on how to handle the listed assets as not to suffer loss?

10. Have you considered physical care and maintenance of the asset?

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