



COMPUTER TIES IT RESOURCE CENTER • BLANK WORKSHEET

Technology Inventory Worksheet

A blank set of forms for writing down what you own, where it is, and when it will need replacing.

FILLABLE PDF

Type into any field, then save or print a copy.

EDITION

Version 1.1 • September 2026

QUESTIONS?

(517) 788-6393 • computer-ties.com

Almost every other technology decision depends on this one. You cannot budget replacements, plan a move, price insurance, answer an auditor, or recover from a break-in without knowing what you actually have.

Most organizations do not have this written down anywhere, or have a spreadsheet somebody started three years ago. Filling these pages in once and keeping them current takes an afternoon and saves days.

Keep the finished copy somewhere safe

A completed inventory is a list of your equipment, where it lives, and which parts of it are old. That is genuinely useful to you, and it would be genuinely useful to somebody trying to get in. Store it as you would store financial records, and keep a printed copy somewhere you could reach it if the systems were down.

How to use this document

Walk the building rather than working from memory. You will find things nobody has thought about in years, which is the point.

Fill in what you can and leave the rest. Even a partial inventory is worth far more than none.

Update it whenever something is bought, replaced, or retired. A quick note at the time beats a full re-survey later.

The words you will hear, and what they actually mean**Asset register**

The formal name for what you are building here: one authoritative list of what you own, where it is, and who has it. A deeds file for your equipment.

End of life and end of support

End of life means it is no longer sold. End of support means the maker no longer fixes it. The second one is the date that matters to you, because after it, known faults simply stay open.

Serial number and asset tag

The serial is the maker's identifier, stamped on the machine. An asset tag is your own label stuck to it. Serials survive; labels peel. Record both.

Shadow IT

Software or services being paid for that nobody in charge knows about. It shows up in section 6 more often than anyone expects.



1 Where to Look

Use this as your walking route. The things at the bottom of the list are the ones that get missed.

- ☐ Every desk: computer, monitors, dock, phone.
- ☐ Laptops, including ones that live in cars or at people's homes.
- ☐ Printers, copiers, scanners, and label printers.
- ☐ The equipment room or closet: servers, network equipment, battery backups.
- ☐ Wi-Fi units, usually on ceilings or high on walls.
Easy to forget precisely because you never look at them.
- ☐ Cameras, recorders, door readers, intercoms, and alarm panels.
- ☐ Anything in the warehouse, shop floor, or garage: rugged tablets, scanners, shop computers.
- ☐ Cash registers, card readers, and customer-facing screens.
- ☐ Company phones and tablets.
- ☐ The old machine in the corner that still runs one important thing.
This is the most important line on the whole inventory.
- ☐ Anything you are still paying for that you are not sure you still have.

2 Computers and Laptops

Who uses it	Where	Make and model	Serial	Bought	Windows	Warranty



Who uses it	Where	Make and model	Serial	Bought	Windows	Warranty

3 Servers and Network Equipment

What it is	Where	Make and model	Serial	Bought	Supported until

4 Printers, Phones, and Other Equipment

What it is	Where	Make and model	Serial	Bought	Notes



5 Cameras, Doors, and Alarms

What it is	Where it covers	Make and model	Installed	Who supports it

6 Programs and Services You Pay For

Equipment is only half of it. The other half is everything you subscribe to, which is usually harder to reconstruct from memory.

What it is	Supplier	Who uses it	Cost	Renews	Who administers it



7 Who to Call

Fill this in and keep a printed copy. During an outage this page is worth more than everything else in the document.

What they handle	Company	Contact	Phone	Account number

■ Prompts

- ☐ Internet provider, and the backup connection if you have one.
- ☐ Phone provider.
- ☐ Your IT support provider.
- ☐ Whoever installed and supports the cameras and door system.
- ☐ The supplier of the main program your business runs on.
- ☐ Your alarm monitoring company.
- ☐ Building maintenance or the landlord, for power and access.
- ☐ Your insurer, including cyber cover if you carry it.



8 Summary

Total computers and laptops

How many are past their replacement age

How many run software that is no longer supported

Oldest piece of equipment still in daily use

Anything with no support arrangement at all

Inventory completed by

Date completed

Next update due

About this worksheet

This is a blank template provided as general planning guidance. A completed copy contains sensitive information about your equipment and premises and should be stored and shared accordingly. Organizations with asset-tracking, records, or reporting obligations under HIPAA, CJIS, IRS requirements, insurance, or contract should confirm what those require, as this template is not written to satisfy any particular one of them.

Would you rather not do this by hand?

Computer Ties maintains equipment and software inventories for the organizations we support, updated automatically as things change. You get an accurate picture of what you own, what is aging, and what is no longer supported, without anybody walking the building with a clipboard once a year.

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