

RSU34 Inventory Instructions:

1. If you are not responsible for a room, you will need the [Staff Inventory](#).
2. If you are responsible for a room, you will need the [Staff Inventory](#) and the [Room Inventory](#).

## Staff Inventory

When you click on the link, you will be forced to make a copy. Save this file as firstlast-YEARinventory (e.g. jefhamlin-2023inventory).

1. On the first tab, enter your Staff Information
2. On the second tab, enter the information from the device that was issued to you
3. On the third tab, if applicable, enter the information for additional tech devices issue to you (i.e. document camera, headset, hub, monitor) that would move with you if you changed rooms.
4. On the forth tab, enter any miscellaneous items that would move with you
5. Finally, on the fifth tab, any personal items you don't want to be mistaken for district owned items

## Room Inventory

When you click on the link, you will be forced to make a copy. Save this file as building-room-YEARinventory (e.g. OTHS-113-2023inventory)

1. On the first tab, again, your staff information
2. On the second tab, this would technology associated with the room (i.e. projector, student Chromebooks, 3D printers, etc.)
3. On the third tab, this would be furniture that stays with the room (tables, chairs, bookshelves, etc.) should you leave, change buildings, change rooms, etc.
4. On the fourth tab, this would be any miscellaneous items that would stay with the room

As you are filling out these files, if you have things that are too numerous to document in a spreadsheet (e.g. art supplies, lab supplies, etc.), take a picture and label it the same as your inventory. If there are multiple pictures, add a letter designator, then note the item class on the spreadsheet, and add a note that says "see picture firstlastYEARinventory.jpg or building-room-YEARinventory.jpg". So, using the examples above, if I had pictures with my staff and room inventories, my submission might look like this:

jefhamlin-2023inventory.xlsx, jefhamlin-2023inventoryA.jpg, jefhamlin-2023inventoryB.jpg

OTHS-113-2023inventory.xlsx, OTHS-113-2023inventoryA.jpg, OTHS-113-2023inventoryB.jpg

Once the files and any pictures are complete, send an email to [inventory@rsu34.org](mailto:inventory@rsu34.org) with the subject First Last's Inventory for 2023 (e.g. Jef Hamlin's Inventory for 2023) with links to the appropriate Google Sheets files and any picture files attached (this may require more than one email if you have several large picture files).

When we receive your email, we will review the inventory and save it accordingly. Random audits will be performed for accuracy, so please be thorough and complete.