



# San Diego Unified School District

EUGENE BRUCKER EDUCATION CENTER  
4100 Normal Street, Room 2249 San Diego, CA 92103-2682

(619) 725-8191  
Fax: (619) 296-6832

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

**Peter Iverson**  
Interim Chief Administrative Officer

## MEMORANDUM

**TO:** All Staff  
**FROM:** Pete Iverson  
**DATE:** January 16, 2008  
**SUBJECT:** PHYSICAL INVENTORY OF DISTRICT-OWNED PROPERTY

The district entered into an agreement with American Appraisal Associates (AAA) to perform a mandatory room-to-room fixed asset inventory of all district-owned equipment at every district site and program/administrative area. This inventory will take place over a five-week period starting the week of January 22, 2008. AAA will be working in teams of 2 or 3, depending on the week, and between 7:30 a.m. to 5:30 p.m.

Because our goal is to have minimal to no classroom disruption, an Inventory Clerk will visit each school site/facility the day before the AAA team is scheduled to visit in order to work out details, such as an inventory plan that will minimize disruptions. Example: when there is testing at a school site, AAA will have to visit non-testing schools or district facilities. Changes to scheduled school site visits will be accommodated on an as-needed basis. However, in order for AAA to accomplish this work, it will be necessary for each site administrator to work with the visiting team by answering questions, identifying departmental boundaries, and providing timely access to all areas.

American Appraisal Associates' procedures will be as follows:

- Check in at main office of a school site or a program/administrative area
- Receive assistance in acquiring a method of access to all rooms and areas at each site/area from the school principal, program administrator or division/department head
- Perform a room-to-room inventory. At school sites, AAA will focus on common areas first such as office areas, kitchens, etc., and then proceed to instructional areas
- Identify and/or affix barcode labels to district-owned equipment valued at \$500 or more (**NOTE: To prevent personal property from being included in this physical inventory, please label any personal property valued at \$500 or more**)
- **Any district-owned equipment not currently on-site must be returned to the school site or program/administrative area and made available for this inventory (laptops, laser printers, LCD projectors, etc.)**
- Any district-owned equipment stored in locked cabinets must be made accessible during the inventory (**microscopes, digital cameras, etc., if valued at \$500 or more**)

Rose Gustafson is the designated district liaison and can be contacted at (858) 522-5850, if you should have any questions or concerns about the planned physical inventory.