

## Checklist for reviewing Fixed Asset Register companies.

1. The company will require the following information:
  - a. Floorplan of your school with each room clearly identified and numbered
  - b. The current student enrolment number
  - c. School Curriculum as range of subjects may effect price
2. Look carefully at the various options offered by each company and assess them on
  - i. price,
  - ii. time frame,
  - iii. school management time input,
  - iv. tagging system,
  - v. long term management of the system and length of contract i.e. one year, two year etc.
  - vi. Training provided
3. We recommend that you get BOM Approval for the contract
4. Agree a suitable time for carrying out the work with the company
5. Nominate one person to manage the project from the initial stages to the completion of the project.
6. Examine the companies sample reports and ask for additional reports if you need them