

Bar Code Placement Guide

Note: General rule is to apply the bar code in the front, lower left corner or inside a front drawer or door to allow easy access during inventory scanning. Most large items are placed in close proximity of other large items and cannot be moved to access the bar code placed on the back or side of the asset.

1. Computer CPU's, printers, scanner, and basic equipment: upper left side.
2. Wood and metal shop equipment: as close to the serial number as possible.
3. Fireproof file cabinets: front, lower left corner.
4. Land, buildings, vehicles, some athletic equipment (ie; wrestling mats, football sleds, etc.), playground equipment, and other such assets as identified will be maintained on a property card.
5. Equipment, furniture and other assets: inside pedestal or as appropriate.
6. Kitchen or shop equipment: front, lower left corner or inside front cabinet door or drawer. (Cleaning solvent can eventually strip the magnetic fields/numbers on the bar codes).