CLOUDSWITCHED

FREE RESOURCE — SPREADSHEET

IT Asset Inventory Tracker

Track all hardware, software, and licences with renewal alerts and lifecycle management. Maintain a complete register of every IT asset across your organisation for cost control, compliance, and security.

100%	3–5yr	£0	Free
ASSET VISIBILITY TARGET	TYPICAL HARDWARE LIFECYCLE	COST OF THIS TEMPLATE	PRINT & USE IMMEDIATELY

How to Use This Tracker

Print and complete each section, or use this as a template for building a digital spreadsheet. Record every IT asset across your organisation. Update quarterly and conduct a full physical audit annually. Flag items approaching end-of-life for budget planning.

1 Hardware Asset Register

Record all physical IT equipment including computers, monitors, printers, phones, and networking hardware.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	SERIAL NUMBER					
CS-HW-001	Laptop	Dell Latitude 5540	ABC123456	J. Smith	London HQ	01/03/2024	01/03/2027	Active
CS-HW-002	Monitor	Dell U2723QE	DEF789012	J. Smith	London HQ	01/03/2024	01/03/2027	Active
CS-HW-003								
CS-HW-004								
CS-HW-005								
CS-HW-006								
CS-HW-007								
CS-HW-008								

Asset Tagging

Apply a unique physical asset tag (barcode or QR code sticker) to every piece of hardware. This enables rapid identification during audits and simplifies tracking when equipment moves between locations or staff members.

2 Software Licence Register

Track all software applications, licence types, quantities, and renewal dates to ensure compliance and control costs.

SOFTWARE	PUBLISHER	LICENCE TYPE	QTY OWNED				
Microsoft 365 Business Premium	Microsoft	Subscription	50	47	£9,900	15/04/2026	IT Manager
Adobe Creative Cloud	Adobe	Subscription	5	5	£2,820	01/06/2026	Marketing
Sage 50 Accounts	Sage	Perpetual + SA	3	3	£1,200	01/09/2026	Finance

Licence Compliance

Conduct a quarterly reconciliation of licences owned versus licences deployed. Reclaim licences from departed staff within 48 hours of their leaving date. Maintain evidence of licence ownership for audit purposes — keep purchase orders, licence keys, and agreements in a central repository.

3 Network Equipment Register

Document all switches, routers, firewalls, wireless access points, and other network infrastructure.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	SERIAL NUMBER				
CS-NW-001	Firewall	Meraki MX68	GHI345678	192.168.1.1	Server Room	16.2	01/07/2027
CS-NW-002	Switch	Meraki MS225-48	JKL901234	192.168.1.2	Server Room	16.2	01/07/2027
CS-NW-003	Access Point	Meraki MR46	MNO567890	DHCP	Office Floor 1	30.1	01/07/2027
CS-NW-004							
CS-NW-005							
CS-NW-006							

4 Mobile Device Register

Track all company-owned and BYOD mobile devices that access corporate data.

ASSET TAG	DEVICE TYPE	MAKE / MODEL	IMEI / SERIAL				
CS-MB-001	Phone	iPhone 15 Pro	352012345678901	C. Jones	Yes (Intune)	Yes	Active
CS-MB-002	Tablet	iPad Air M2	F4G5H6J7K8L9	Reception	Yes (Intune)	Yes	Active
CS-MB-003							
CS-MB-004							

5 Lifecycle & Replacement Planning

Plan hardware refresh cycles to avoid unexpected failures and budget for replacements proactively.

ASSET CATEGORY	RECOMMENDED LIFECYCLE	QTY DUE THIS YEAR	QTY DUE NEXT YEAR	
Laptops / Desktops	3–4 years	8	12	£8,000 – £12,000
Monitors	5–7 years	3	5	£1,500 – £2,500
Servers (on-prem)	4–5 years	1	0	£4,000 – £8,000
Network Equipment	5–7 years	0	4	£2,000 – £4,000
Mobile Devices	2–3 years	6	10	£3,000 – £6,000
Printers / MFDs	5 years	1	2	£500 – £1,500

Budget Tip

Create a rolling 3-year hardware replacement forecast. Spread the cost by replacing a portion each year rather than facing a large capital outlay when everything ages out simultaneously. Consider leasing for predictable monthly costs.

Notes

Need Help Managing Your IT Assets?

We provide complete IT asset lifecycle management including procurement, deployment, tracking, and secure disposal.

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