

Equipment and device inventory, accommodation-to-device match checklist, accessible materials checklist, maintenance log, quarterly condition audit, repair and replacement tracking, responsibility assignment. Fillable PDF.

EXAMPLE An Inventory and a Match Checklist, Filled In

One inventoried classroom, eight inventoried devices, five inventoried accommodations. Every count below is read from its own table, including the one item with nothing assigned yet.

Equipment and Device Inventory (page 6) — Room 12, 8 items (all inventoried)

DEVICE / MATERIAL	CATEGORY	LOCATION	ASSIGNED TO	COND.	ACQUIRED	ASSET TAG
iPad with switch access	TB	Room 12 cart	D.R.	W	9/20/24	A7-014
Small switch (pad)	SW	Room 12 cart	D.R.	W	9/20/24	A7-015
FM system receiver	AMP	Room 12 cart	Shawnd	W	9/20/24	A7-022
Adapted keyboard	KB	Room 12 cart	N	N	9/20/24	A7-021
Standing frame	SEAT	Room 4	J.K.	W	9/20/22	A7-005
Text-to-speech reader (Easton)	TTTS	Resource room	Shawnd	W	8/30/23	A7-011
Large print math workbook set	LP	Book room	Shawnd	R	9/20/20	A7-031
Visual schedule binder	ORG	Room 12	Shawnd	W	8/20/23	A7-009

Counts, read down the condition column: 6 working, 1 needing repair, 1 retired, of 8 items total, $6 + 1 + 1 = 8$

Accommodation-to-Device Match Checklist (page 8) — five accommodations from Room 12 IEPS (inventoried)

ACCOMMODATION	DEVICE / MATERIAL Assigned	ASSIGNED?	WORKING?
Independent access to a switch-adapted device (using work table)	Small switch (pad) and iPad with switch access	Y	Y
Amplification support during whole-group instruction	FM system receiver	Y	Y
Alternate input for written work	Adapted keyboard	Y	N
Access to enlarged print for math materials	Large print math workbook set	Y	N
Audio version of assigned reading passages	—	N	N

4 of 5 accommodations have a device or material assigned; of those, 2 are confirmed working and 2 are not (one needs repair, one is retired, both matching the inventory above). The fifth has nothing assigned yet — the gap this page exists to catch.

Maintenance Log (page 10) — three entries for devices already on the inventory above

How This Inventory System Works

One page per job, filled in the order below the week before school. After that, a device moving, breaking, or being replaced is a five-minute update, not a new system.

PAGE	SHEET	WHAT IT IS FOR	WHEN TO FILL IT IN
5	Team Responsibility Assignment	Who owns inventory, maintenance, audits, matching and repairs	Week before school; update the day a role changes
6	Equipment and Device Inventory	Every device and accessible material the team has access to	Week before school; add a row the day new equipment arrives
7	Device Assignment and Check-Out Log	Which device is with which student or location right now	Every time a device moves
8	Accommodation-to-Device Match Checklist	Which IEP accommodation needs which device, and whether it works	After the inventory; revisit at each review
9	Accessible Materials Checklist	Large print, high contrast, audio and other formats on hand	Week before school; update as formats are added
10	Maintenance Log	Routine service: what was done, when, by whom	Every time a device is serviced
11	Quarterly Condition Audit	A walk-through of every device: working, needs repair, or retired	Once per quarter
12	Repair and Replacement Tracking	A reported problem, through to a working device back in service	The day a problem is reported
13	Vendor, Funding Source and Warranty Record	Where each device came from, who to call, warranty end date	When a device arrives
14	Training Log	Who was shown how to use a device, when, by whom	Before a device is handed to a student or a new staff member
15	Communication and Equipment Request Log	Requests for new or replacement equipment, and what happened	Ongoing
16	Team Check-In	A short regular read on what is working and what is not	Weekly or monthly, your team's choice
17	Filled Example	An invented inventory, one match checklist, and a maintenance record	Read it first

The week before school, in this order

- 1 Responsibility assignment (page 5): who owns each part of this system, with a backup.
- 2 Inventory (page 6): every device and material, one row each, with its current condition.
- 3 Match checklist (8) and materials checklist (9), filled from the inventory and each IEP.
- 4 Vendor record (13) as devices arrive; maintenance (10), the first audit (11) and check-in (16) go on the calendar.

When it changes mid-year

A new device arrives, one breaks, a student's IEP adds an accommodation: update the inventory (6) and the match checklist (8) the same week, and log the move on the check-out log (7). A repair or a retirement goes on page 12 the day it is reported, not at the next audit. Anything that changes what a team member owns goes back to page 5.

What this file is not

Not the Assistive Technology Evaluation and Progress Monitoring Sheets, which tracks a student's own trial and progress; this file tracks the equipment itself. Not a purchasing system (no prices anywhere in this file) and not a statement of what any student needs; page 8 only checks a decision the team already made. Your district's procurement and disposal policy gets a blank line on page 13.

Equipment and Device Inventory

Every device or accessible material the room, building, or caseload has access to. This is the page every other sheet in this file is checked against.

ROOM / BUILDING

CASE MANAGER

UPDATED

ASSET TAG PREFIX

DEVICE / MATERIAL	CATEGORY	LOCATION	ASSIGNED TO (STUDENT OR SHARED)	CONDITION	ACQUIRED	ASSET TAG / SERIAL

Condition code key: use it on every page in this file that asks for a condition

- W** Working: in use or ready to use
- N** Needs repair: reported, not fully working
- R** Retired: no longer in service (kept for parts, or disposed — write which)

One row per device or material

Category is a short code your team invents and keeps (switch, tablet, adapted seating, large-print set) and is written out once on page 9 or wherever it first appears. “Shared” in the assigned column means it belongs to the room or the caseload, not to one student. This page is the one every other sheet in this file checks against.

Accommodation-to-Device Match Checklist

This page does not decide what a student needs; the IEP team already did. It only confirms that whatever was decided has real equipment behind it, and that the equipment works.

CASE MANAGER

[illegible]

How to use this page

This page does not decide what a student needs; the IEP team already did, and wrote it into the IEP. Read the accommodation section, write each accommodation that involves a device or material in your team's own words, then write what is assigned to meet it. A blank in the assigned column, or a "Y" assigned with an "N" working, is the gap this page exists to catch.

Accommodations that do not belong on this page

Extra time, preferential seating with no special furniture, a reduced number of problems: any accommodation with no equipment or material component. This page is only the ones that need something physical behind them.

Accessible Materials Checklist

What formats are on hand, where they are kept, and how a teacher requests one. "On hand" is inventory, not a claim that any one student needs it.

BUILDING / CLASSROOM

UPDATED

COORDINATOR

FORMAT	ON HAND?	WHERE IT IS KEPT	HOW A TEACHER REQUESTS IT	NOTES
Large print				
High contrast				
Audio (text-to-speech or recorded)				
Braille				
Digital / accessible text (screen-reader compatible)				
Tactile or manipulative materials				
Simplified / plain-language versions				
Other (write it)				

"On hand" is inventory, not a recommendation

This page records what formats your building keeps in stock, so nobody has to guess whether a large-print copy exists before an IEP meeting. Whether a particular student needs a particular format is decided on the accommodation-to-device match checklist (page 8), not here.

Formats we do not currently stock, and who to ask about getting one

.....

.....

.....

Preferred source for each format (write once, reuse across the building)

FORMAT	PREFERRED SOURCE OR VENDOR	TYPICAL TURNAROUND	COST CENTER / FUNDING SOURCE (NAME IT)
Large print			
High contrast			
Audio (text-to-speech or recorded)			
Braille			
Digital / accessible text (screen-reader compatible)			
Tactile or manipulative materials			
Simplified / plain-language versions			
Other (write it)			

LOCATION(S) COVERED

EXAMPLE

An Inventory and a Match Checklist, Filled In

One invented classroom, eight invented devices, five invented accommodations. Every count below is read from its own table, including the one item with nothing assigned yet.

Equipment and Device Inventory (page 6) — Room 12, 8 items (all invented)

DEVICE / MATERIAL	CATEGORY	LOCATION	ASSIGNED TO	COND.	ACQUIRED	ASSET TAG
iPad with switch access	TB	Room 12 cart	D.R.	W	9/2024	AT-014
Single switch (red)	SW	Room 12 cart	D.R.	W	9/2024	AT-015
FM system receiver	AMP	Room 12	Shared	W	8/2023	AT-002
Adapted keyboard	KB	Room 12	M.T.	N	1/2024	AT-021
Standing frame	SEAT	Room 4	J.K.	W	8/2022	AT-005
Text-to-speech reader (laptop)	TTS	Resource room	Shared	W	8/2023	AT-011
Large print math workbook set	LP	Book room	Shared	R	8/2020	AT-031
Visual schedule binder	ORG	Room 12	Shared	W	8/2023	AT-009

Counts, read down the condition column: 6 working, 1 needing repair, 1 retired, of 8 items total (6 + 1 + 1 = 8).

Accommodation-to-Device Match Checklist (page 8) — five accommodations from Room 12 IEPs (invented)

ACCOMMODATION	DEVICE / MATERIAL ASSIGNED	ASSIGNED?	WORKING?
Independent access to a switch-adapted device during work time	Single switch (red) and iPad with switch access	Y	Y
Amplification support during whole-group instruction	FM system receiver	Y	Y
Alternate input for written work	Adapted keyboard	Y	N
Access to enlarged print for math materials	Large print math workbook set	Y	N
Audio version of assigned reading passages	—	N	N

4 of 5 accommodations have a device or material assigned; of those, 2 are confirmed working and 2 are not (one needs repair, one is retired, both matching the inventory above). The fifth has nothing assigned yet — the gap this page exists to catch.

Maintenance Log (page 10) — three entries for devices already on the inventory above

DATE	DEVICE	WHAT WAS SERVICED	SERVICED BY	NEXT DUE
9/10	Adapted keyboard	Reported: three keys sticking, sent to IT for evaluation	M. Alvarez (IT)	10/1
9/15	FM system receiver	Routine battery replacement and cleaning	S. Cho (case manager)	12/15
9/20	iPad with switch access	Software update, switch sensitivity recalibrated	S. Cho (case manager)	12/20