

# ERRATA



## EMPLOYMENT & HUMAN SERVICES

## M E M O R A N D U M

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To: All Staff (Code 2A)

Date: 8/11/2021

CC:

From: EHSD IT

Subject: Inventory of EHSD IT Equipment

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EHSD will be conducting an IT equipment inventory over the next few months. To accomplish the inventory IT staff will go through EHSD buildings to inventory the on premise equipment. At the same time, IT will setup inventory stations to inventory work from home and mobile equipment. Employees that have equipment for use outside of the buildings are expected to bring in the portable devices to be inventoried when IT inventories their building. These items include iPhones, iPads, and laptops. For bulky items issued to accommodate staff working remotely such as monitors and mini PCs, photos of their asset tags are sufficient. There is no need to bring them into the building.

Initial inventory includes Workforce Services, Children & Family Services, Workforce Development Board and Administration. CSB will take place afterwards. The inventory schedule is listed below.

A separate email will be sent out a few days ahead of each inventory to the Division Managers and building supervisors as a reminder.

August 16 – 20:	4545 Delta Fair, Antioch
August 23 – 26:	4549 Delta Fair, Antioch
August 27:	151 Sand Creek, Antioch
August 30 – September 3:	1650 Cavallo, Antioch
September 7 – 10:	300 Ellinwood, Pleasant Hill
September 13 – 17:	400 Ellinwood, Pleasant Hill
September 20 – 24	500 Ellinwood, Pleasant Hill
September 27 – 30:	40 Douglas, Martinez
October 1:	2530 Arnold, Martinez
October 4 – 6:	2600 Stanwell, Concord
October 7:	1875 Arnold, Martinez and 3755 Alhambra, Martinez
October 8:	4071 Port Chicago, Concord and 2151 Salvio, Concord
October 11- 15:	1275 Hall, Richmond
October 18 – 22:	1305 MacDonald, Richmond
October 25 – 29:	151 Linus Pauling, Hercules
November 1:	1535 Fred Jackson, Richmond, 256 24 <sup>th</sup> Street, Richmond