



Server Inventory Worksheet, Part 1: Physical

Internal Name _____

This can be the server's DNS / Active Directory hostname or NetBIOS name, or another name used internally.

Description _____

Any description of function or services that may be helpful.

Manufacturer _____

The manufacturer of the hardware.

Model _____

The model number of the server. Try to get the exact model number.

Serial Number _____

The serial number of the machine.

Other Manufacturer's Number _____

This can be anything, as an example, Dell's Service Tag Number.

Location _____

The physical location of the machine. Be specific. Examples are San Antonio Data Center, Building 112, Room 472, Rack D3.

Priority Tier 1 2 3 4 5

Priority for restoration in case of disaster event.

Network Port _____

Network switch port this machine is connected to. List multiples, if needed.

Network Address _____

Primary IP or other protocol address.

Hardware Address _____

Ethernet hardware address of the primary interface, ex. 00:0d:93:60:6e:5a.

Purchase Date _____

Date the machine was purchased. For cross-reference purposes.

PO Number _____

PO Number the machine was purchased on. For cross-reference purposes.

Comments _____

Enter comments here.

Services Provided

Check off as many services as are applicable.

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Database | <input type="checkbox"/> Homes | <input type="checkbox"/> VPN |
| <input type="checkbox"/> DHCP | <input type="checkbox"/> IDS / IPS | <input type="checkbox"/> Web Server |
| <input type="checkbox"/> DNS | <input type="checkbox"/> Network Mgmt. | <input type="checkbox"/> WINS |
| <input type="checkbox"/> Email | <input type="checkbox"/> Print Server | <input type="checkbox"/> WSUS |
| <input type="checkbox"/> FTP | <input type="checkbox"/> Remote Access | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> File Server | <input type="checkbox"/> Remote Shell | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Firewall | <input type="checkbox"/> Remote Mgmt. | <input type="checkbox"/> Other _____ |

Inventoried By (print) _____ **(sign)** _____

Please print and sign your name.