SITE survey. APP

SITE SURVEY REPORT

IT Asset Inventory Audit

Prepared for	Hillside Lettings Ltd
Date	21 Sep 2026
Site	Hillside Lettings, Norwich
Prepared by	B. Iqbal

FORM

IT Asset Inventory Audit

1. Details

Project	Hillside Lettings, Norwich: IT asset register check
Customer	Hillside Lettings Ltd
Site	Hillside Lettings, Norwich office
Site address	St Giles Yard, Norwich NR2
Date of audit	21 Sep 2026
Auditor	B. Iqbal
Why is the audit being done?	Regular check of the register
Is there an existing register to check against?	Yes
Assets on the existing register	42
Are you fitting asset tags on this visit?	Yes
Areas covered	Ground floor lettings office, first floor accounts, comms cupboard and landing
Replace devices after (years)	5

2. Assets

Rooms and locations 1: Lettings office

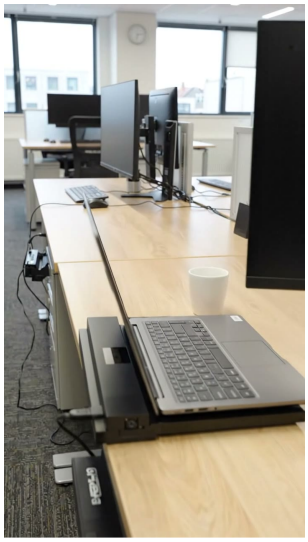
Room or location	Lettings office

Assets in this location 1: Laptop

Type	Laptop
Asset tag	HL-0231
Make and model	14 inch business laptop
Serial number	EX-LT-58213
Assigned to	C. Webb
Year bought	2023

Age (years)	3
Due for replacement	No
Does it still get security updates?	Yes
Condition	Good
Against the register	On the register, details correct

Photos of the device and its label



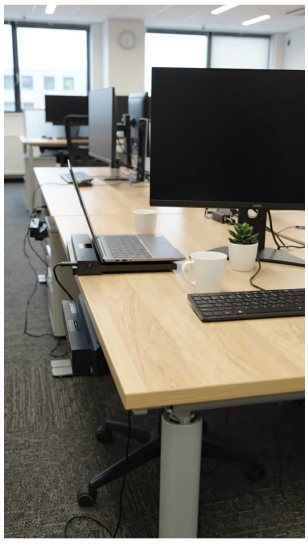
Assets in this location 2: Docking station

Type	Docking station
Asset tag	HL-0232
Make and model	USB-C docking station
Serial number	EX-DK-11907
Assigned to	C. Webb
Year bought	2023
Age (years)	3
Due for replacement	No
Condition	Good
Against the register	On the register, details wrong
What needs correcting?	Register shows it at desk 6 with K. Rowe

Assets in this location 3: Monitor

Type	Monitor
Asset tag	HL-0178
Make and model	27 inch monitor
Serial number	EX-MN-40552
Assigned to	K. Rowe
Year bought	2020
Age (years)	6
Due for replacement	Yes
Condition	Fair
Against the register	On the register, details correct

Photos of the device and its label



This location: assets recorded	3
This location: no longer getting updates	0
This location: not on the register	0
This location: due for replacement	1
This location: poor or faulty	0

Rooms and locations 2: Accounts

Room or location	Accounts

Assets in this location 1: Desktop

Type	Desktop
Asset tag	HL-0102
Make and model	Small form factor desktop
Serial number	EX-PC-30018
Assigned to	T. Gale
Year bought	2017
Age (years)	9
Due for replacement	Yes
Does it still get security updates?	No

> Unsupported software. Cyber Essentials requires software to be licensed and supported, and removed from devices when it becomes unsupported.

Condition	Poor
Against the register	On the register, details correct

Photos of the device and its label



This location: assets recorded	1
This location: no longer getting updates	1
This location: not on the register	0
This location: due for replacement	1
This location: poor or faulty	1

Rooms and locations 3: Comms cupboard

Room or location	Comms cupboard

Assets in this location 1: Network switch

Type	Network switch
Asset tag	HL-0239
Make and model	24 port PoE switch
Serial number	EX-SW-77310
Year bought	2021
Age (years)	5
Due for replacement	Yes
Condition	Good
Against the register	Not on the register

Photos of the device and its label



This location: assets recorded	1
This location: no longer getting updates	0
This location: not on the register	1
This location: due for replacement	1
This location: poor or faulty	0

Rooms and locations 4: First floor landing ceiling

Room or location	First floor landing ceiling

Assets in this location 1: Wireless access point

Type	Wireless access point
Asset tag	HL-0240
Make and model	Wi-Fi 6 ceiling access point
Serial number	EX-AP-62019
Year bought	2024
Age (years)	2
Due for replacement	No
Condition	Good
Against the register	Not on the register

Photos of the device and its label



This location: assets recorded	1
This location: no longer getting updates	0
This location: not on the register	1
This location: due for replacement	0
This location: poor or faulty	0
Assets recorded	6

No longer getting updates	1
Not on the register	2
Due for replacement	3
Poor or faulty	1

3. Not found

Is anything on the register missing?	Yes

Items not found 1: HL-0119

Asset tag or serial number	HL-0119
Description	14 inch business laptop
Last known user or location	J. Price, lettings, left in July 2026
Could it hold personal or confidential data?	Yes
Was it encrypted?	Not known
Who was told, and when?	R. Holt, in person at 15:30 on 21 September 2026.
Register items not found	1
Register items found (%)	98

> A missing laptop, phone or drive that holds personal data may be a personal data breach. If it is likely to put people at risk it must be reported to the ICO within 72 hours of becoming aware of it.

4. Summary and sign-off

Summary	42 items on the register for these areas, 41 found. The six listed here are those with something to note and a sample of those that matched. Two network items were not on the register and have now been tagged. One laptop from a leaver could not be found.
Actions for the customer	Missing laptop HL-0119: R. Holt told on the day of the audit. Check whether it was encrypted and decide today whether it is a personal data breach that must be reported to the ICO. Replace desktop HL-0102, which no longer gets security updates. Update the register for the docking station move and the two new network items.
Auditor name	B. Iqbal

Auditor signature



Customer name	R. Holt, office manager

Customer signature

