

4.3 Categories of assets

There are multiple categories of assets and it is important that assets are grouped in the right category, from the project procurement plan (or handover/donation plan) to the asset register and exit plan of action.

Fleet	Communications & IT	Buildings	Household	Tools	Medical equipment	Intangible Assets
Vehicles Motorbikes Forklift Digger Generators Solar System Setup	Telephones Smartphones Satellite phones Radio sets Radio base stations Satellite dish Handheld GPS Laptops Desktops Printers Scanners CPUs Digital tablets	Any owned property, built or land Includes temporary structures such as Rubhall	Office Safe Fridges Freezers Cookers Power stabilizers Surge protector Fans Air Conditioning units Washing machines TV	All tools, powered or mechanical	All specialized equipment All assets falling under other categories but used in medical settings should not be classified as medical. Ex: a fridge used in a hospital is a household asset, not a medical asset. An oxygen concentrator is a medical asset however.	Insurance Software licenses Patents
<p>Within criteria: > £1000 OR > 3 years useful life OR Powered by electricity or fuel, has a serial number OR Incurs running costs OR Defined as an asset by donor</p>						

Note: it is good practice to track intangible assets on the asset register. Some donors may require tracking intangible assets.