### Management and Control of Attractive/Sensitive Items

1. Have you reviewed the Controller’s Office Property Policy in the past twelve months?  
   - [ ] YES  
   - [ ] NO

2. Have you reviewed the Controller’s Office Best Practices Guide for Attractive/Sensitive Property?  
   - [ ] YES  
   - [ ] NO

3. Have you developed an internal policy that establishes a process to identify new attractive/sensitive property (including donations and transfers in)?  
   - [ ] YES  
   - [ ] NO

4. Have you shared the internal policy with departmental staff and continuously educated staff on attractive property guidelines?  
   - [ ] YES  
   - [ ] NO

5. Are you practicing a form of risk analysis when considering what items to make attractive property?  
   - [ ] YES  
   - [ ] NO

6. Have you developed a Department standard for placing property tags on attractive/sensitive items?  
   - [ ] YES  
   - [ ] NO

7. Have you established a periodic inventory method? If yes, please note the frequency and details below.  
   - [ ] YES  
   - [ ] NO

8. Has the department taken the appropriate steps to safeguard property and keep them in areas where only employees needing access have access to them (are items kept in locked buildings, rooms, or cages, access to which is granted only to authorized personnel)? Describe specific safeguarding methods below if applicable.  
   - [ ] YES  
   - [ ] NO

### Conducting and Reconciling the Physical Inventory

9. Does your Department Utilize OMNI for tracking attractive/sensitive property? If not, please describe all aspects of your tracking method below (records, decaling, & inventory practices) and skip to question #16:  
   - [ ] YES  
   - [ ] NO
10. Have you reviewed your current list of attractive/sensitive property (from OMNI query)? Are there any deletions or additions needed?

11. Have you verified that all rooms containing attractive/sensitive items have a door tag in place? If not, did you complete a Property Decal Request form?

12. Did you confirm that the location of the item was the same as that listed in the recording system (OMNI)? If not, did you notify the Controller's Office to update the record?

13. Did you verify that all attractive item tags were still firmly affixed and clearly legible (not faded or torn)? If not, did you complete a Property Decal Request form?

14. Have you reviewed the working condition of attractive/sensitive items and further determined whether they are being used and whether or not they may need maintenance?

15. Did you confirm that the item description was accurate as listed in the recording system (OMNI)? If not, did you notify the Controller's Office to update the record?

16. Have you taken all the necessary steps to reconcile any outstanding inventory items?

Property Manager (Signature): ___________________________ Date: ________

Dean/Director/Dept. Head/ (Signature): ___________________________ Date: ________