

TEMPLATE

LABELING GUIDELINE AND NAMING CONVENTION

Our own rules for consistent labeling of inventory and furniture

Company	
Created by	
Date	
Version	
Approval and signature	

How this template works

Consistent labeling makes inventory counts, maintenance and everyday work with your assets easier. Use this template to record where and how labels are attached to your items – as a reference for new team members, external service providers and yourselves.

Complete in 3 steps:

- 1. Name the item** – Enter the name or type of each item in the table (e.g. “Office chair”, “Projector”, “Refrigerator”).
- 2. Describe the label position** – Briefly and clearly describe where the label should be attached (position, orientation, special notes).
- 3. Extend the template** – Add further rows, items or entire categories as needed – and keep the template up to date when new asset types are added.

Tip: The example rows in grey italics show how seventhings recommends labeling standard inventory. Replace or extend them with your own rules.

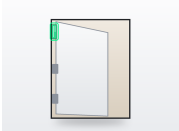
Naming Conventions

Define the rules you use to name your inventory items – this makes it easier to find and tell similar items apart.

Unique name <i>All the information needed to clearly distinguish similar items?</i>	Our rule:
Special characters <i>Which special characters are allowed and which are not?</i>	Our rule:
Spaces / separators <i>Names with spaces, or joined with special characters?</i>	Our rule:
Length <i>Maximum number of characters for the name.</i>	Our rule:
Upper / lower case <i>Clear and easy to understand, even for non-specialist staff.</i>	Our rule:
Abbreviations <i>Which abbreviations are specified – if allowed at all?</i>	Our rule:
Manufacturer name <i>Create a separate field in the system for the manufacturer?</i>	Our rule:
Related assets <i>How are multi-part assets marked in the name?</i>	Our rule:
Filtering (manufacturer/model) <i>Use separate fields for filtering later on?</i>	Our rule:

Our Label Positions

Categories, items and the corresponding label positions in our company.

Rooms	
Item / Type	Label position - Description
Example Room number	Inside door frame, hinge side, top, vertical 

Technical equipment	
Item / Type	Label position - Description
Example Projector, PC, printer, monitor, notebook, phone	Next to the serial number plate 

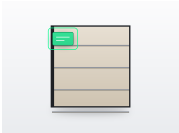
Our Label Positions (continued)

Kitchen	
Item / Type	Label position - Description
<i>Example</i> Coffee machine	<i>Right side</i> 

Furniture	
Item / Type	Label position - Description
<i>Example</i> Office chair / stool / bench	<i>Underside of seat, centered</i> 

Our Label Positions (continued)

Cabinets, shelves and containers

Item / Type	Label position - Description
Example Shelf	(Left) inside wall, top 

Office equipment

Item / Type	Label position - Description
Example Magnetic board	Front of frame, top left corner 

Our Label Positions (continued)

Miscellaneous	
Item / Type	Label position - Description
Example Fire extinguisher	Near the inspection seal 

Data center / IT	
Item / Type	Label position - Description
Example Server rack	Top, centered - each rack labeled individually 

Our Label Positions (continued)

Special furniture & equipment	
Item / Type	Label position - Description
<i>Example</i> Lab device (e.g. centrifuge)	<i>Rear side, near the power supply</i>

Your notes