

seventhings

Adhesive Recommendation



Rooms

Room number / label	Door frame inside, hinge side top, upright (see example figure 1)
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Technical devices in general

Projector	if attached to ceiling: bottom, free corner
Projector, Desktop PC, Printer, TV, Monitor, Notebook, Overhead Projector, Scanner, Telephone	Next to sign for serial number
Monitor	Back, center
Technical equipment	Next to sign for serial number (as an alternative components belonging to the system.B. inside the door fuse / control box, bottom left)

Chairs

Office / runner / swinging chair, stool, bench, foldable, with / without armrest	Seat underside, center (if fabric – frame underside, center)
Evacuation chair	(rights) Frame side, rear

Tables

Table (office/meeting/trapeze table)	(left) Leg, front, above
Round table	On the midfoot above, upright (see example picture 4)

Cabinets/ Shelves/ Containers

Regal	(left) Inner side wall, top
Containers	(left) Outside, top (left)
Cabinet with doors	not lockable: (left) inside, top lockable: (left) door leaf outside, top (left)
Showcase	(left) Outside, top (left)

Kitchen (Adhesive point should not be in the immediate continuous cleaning area.)

Food/serving/transport trolleys	Side bar, bottom, upright
Stove / Refrigerator	(left) Bottom corner
Microwave, coffee maker, kettle...	Back, near serial number

Office

Canvas (electric)	Frame bar bottom, bottom, (right)
Folder Rotation Column	Inside of the stand brace
Presentation Wall	Bottom of the frame bar, right
Brochure stand	With midfoot: stand-up brace inside On wall: front, top, upright (left) Other: back, frame, top (left corner)
Table (magnetic)	Front of frame, top, (left) corner
Room divider (partition wall)	Frame, upright, above

Other

Beds/ Loungers	Long side, (left) leg, front, above
Vehicles	Glue on a separate sheet and file with the centrally managed vehicle documents.
Fire extinguisher	Close to the seal of approval
Sackkarre	Cross brace, center, back
Software	Stick the labels on a separate sheet and file it accordingly, preferably near the asset.

Computer center

The room in which the data center is located is provided with a technical place / room label (see above room number).

All assets in this room are labeled according to the adhesive recommendation.

Important: a server rack (no matter how equipped) is individually marked as an asset at the top, center,

Contents Server Rack

Identification of the assets in the server rack must be considered individually/ carried out if necessary, a separate concept will be created for this purpose.

