Annex 1 to Administrative Instruction ICC/AI/2013/001 on Property and Assets Management

Thresholds for Tracking "Special Items" as Assets

<table>
<thead>
<tr>
<th>Asset Management Category</th>
<th>Generic Description</th>
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</thead>
<tbody>
<tr>
<td>GSS</td>
<td><strong>Household Appliances</strong></td>
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<tr>
<td></td>
<td>Examples include:</td>
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<tr>
<td></td>
<td>Vacuum Cleaner</td>
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<td></td>
<td>White goods</td>
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<tr>
<td></td>
<td>(Dishwasher, fridge, washer, dryer etc.)</td>
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<tr>
<td></td>
<td>Threshold exception:</td>
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<tr>
<td></td>
<td>Air conditioner</td>
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<td></td>
<td><strong>Miscellaneous Equipment</strong></td>
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<td></td>
<td>Examples include:</td>
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<tr>
<td></td>
<td>Banding Machine</td>
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<td></td>
<td>Pallet Truck</td>
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<td></td>
<td>Weighing Scales</td>
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<tr>
<td></td>
<td>Threshold exception:</td>
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<tr>
<td></td>
<td>Binoculars</td>
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<tr>
<td></td>
<td>Global Positioning System (GPS)</td>
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<td></td>
<td><strong>Office Equipment</strong></td>
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<td></td>
<td>Examples include:</td>
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<td></td>
<td>Calculator</td>
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<td></td>
<td>Cash Register, Electronic</td>
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<td></td>
<td>Detector, Counterfeit money</td>
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<td></td>
<td>Dictaphone systems</td>
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<tr>
<td></td>
<td>(Consisting of a recorder, player and ancillaries)</td>
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<tr>
<td></td>
<td>Binding Machine, Document</td>
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<td></td>
<td>Display Board, Electronic</td>
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<td>Labelling Machine</td>
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<td></td>
<td>Laminating Machine</td>
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<td></td>
<td>Reader, Microfiche</td>
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<td>Paper Cutter</td>
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<td>Printer, Label Address</td>
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<td>Punching Machine</td>
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<td></td>
<td>Screen, Projector</td>
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<td></td>
<td>Sealing-Embossing Machine, Document</td>
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<td></td>
<td>Shredder, Paper</td>
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</tbody>
</table>
Stamp, Time-Date €300
Transcriber €300

Threshold exceptions:
Money Counting Machine €100
Photocopier €100
Projector, Slide €100
Safe €100

Photographic Equipment €300
Examples include:
Camera Ancillaries €300
(case, prism finder, slides storage, exposimeter, photometer, cabinet dryer)

Camera Lens €300
(auto-focus, motorized TV zoom, zoom, video camera, teleconference, digital camera)

Threshold exception:
Camera, Photograph €100
(instant type, 35MM, digital)

Security Equipment €300
Examples include:
Alarm System €300
(hand siren, fire)

Metal Detector €300

Security Ancillaries €300
(siren control charger, siren control activator, fire fighting SCBA)

X-Ray Equipment €300
(baggage)

Video & Audio Equipment €300
Examples include:
Mixer, Studio €300

Audio Recorder €300
(cassette or digital)

Splitter, Professional €300

Music System €300
(karaoke, CD player)

Speaker €300

Intercom €300

Converter €300
<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Amplifier</td>
<td>€300</td>
</tr>
<tr>
<td>Video Camera</td>
<td>€300</td>
</tr>
<tr>
<td>(digital, camcorder)</td>
<td></td>
</tr>
<tr>
<td>Radio, Portable</td>
<td>€300</td>
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<tr>
<td>(AM, FM, shortwave)</td>
<td></td>
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<tr>
<td>Video Cassette Recorder (VCR)</td>
<td>€300</td>
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<tr>
<td>Video Accessories</td>
<td>€300</td>
</tr>
<tr>
<td>(adapter and lenses for video camera, teleconference lenses)</td>
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</tr>
<tr>
<td>TVRO System</td>
<td>€300</td>
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<tr>
<td>(consisting of a TVRO receiver, a dish antenna and mounting brackets)</td>
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<tr>
<td>Threshold exceptions:</td>
<td></td>
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<tr>
<td>Disc Player</td>
<td>€100</td>
</tr>
<tr>
<td>(Blue-Ray, DVD, Compact)</td>
<td></td>
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<tr>
<td>Television</td>
<td>€100</td>
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<tr>
<td>(small, medium, large screens)</td>
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</tbody>
</table>

**ICT**

*Broadcast Equipment* €300

Examples include:

- Amplifier, Audio €300
- Antenna, Broadcast FM €300
- Installation equip. for radio Broadcast €300
- Radio, Broadcast Equipment €300
- Radio, Receiver Broadcast €300
- Radio, Transmitter Broadcast €300
- CCTV-System €300

(surveillance video cameras, recorder, video monitor, security system video, security system switch)

Threshold exceptions:

- Video Monitor Studio €100
- Video Studio Equipment €100

*Data Transmission Equipment* €300

Examples include:

- Message Switching Terminal €300
- Message Switching Terminal Module €300
- Modem, Radio Interface €300

*Installation Equipment and Accessories* €300

Examples Include: Amplifier €300
Communication Installation Equipment €300  
Remote Control Console €300  
Communications Equipment shelter €300  
Voice Enhancement Unit €300  

Threshold exceptions:
Cabinets Electronic Equipment NONE  
Duplexer NONE  
Mounting Rack for Comms. Equipment NONE  

*Link Equipment* €300  
Examples include:  
- Modem Spread Spectrum €300  
- Telephone Repeater, Rural €300  
- Telephone Terminal, Rural €300  
- Terminal Multi-Channel €300  

*Power Supply* €300  
Examples include:  
- Inverter €300  
- Line Conditioner Voltage €300  
- Power Supply for Communications Equip. €300  
- Static Converters (Rectifiers) €300  
- Switchboxes €300  
- Voltage Regulators €300  

Threshold exceptions:  
Battery Pack for Communications Equip. NONE  
Solar Panels or Cells NONE  

*Satellite Equipment* €300  
Examples include:  
- Amplifier High Power, Satellite €300  
- Amplifier Low Noise, Satellite €300  
- Antenna, Satellite Earth Station €300  
- Converter, Block Low Noise Satellite €300  
- Converter, Up Down Satellite €300  
- Driver, Satellite €300  

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Engineering Order Wire €300
Inmarsat Terminals €300
Inmarsat Enhancements €300
Modem, Satellite €300
Modem, Protection Switch Satellite €300
Multiplexer, Satellite €300
Power supply, Satellite €300
Redundancy, Switch Satellite €300
RF Power Amplifier Assembly Satellite €300
RF Protection Switch Satellite €300
Satellite, Communication Terminal €300
Satellite, Earth Station €300
Satellite, Receiving Equipment €300
Tracking System Satellite Antenna €300
Transceiver, Satellite €300

**Telephone Equipment**

Examples include:
- Converter, Signal €300
- Facsimile Machine €300
- Interface Telephone-Radio €300
- Interface Telephone-Radio €300
- Radio Telephone €300
- Telephone, Operator Console €300
- Telephone Set €300
- Voice Mail System €300

Threshold exceptions:
- Line encryption system €100
- Telephone Set, Cellular-Communicator €100
  (Blackberry, iPhone, QTEK)
- Telephone Set, Satellite €100
- Telephone Set, Cellular NONE

**Test and Workshop Equipment**

Examples include:
- All test and workshop equipment €300
Radio Telecommunication Equipment

Examples include:
- Pager €300
- Paging Encoder €300
- Radar Set, Ground €300
- Radar Set, Marine €300
- HF Equipment €300

Threshold exceptions:
- Receiver, VHF, UHF, HF, Air Band €100
- Transceiver, UHF, VHF, HF €100
- Trunking Controller €100

Computer

Examples include:
- Computer Desktop €100
  (Desktop, Notebook, Server)
- Computer PDA Palm/Handtop €100
- Word Processing Workstation €100

Threshold exception:
- Monitor €300

Network

Examples include:
- Network Adapter €300
- Network Analyser €300
- Network Concentrator €300
- Network Hub €300
- Network Repeater €300
- Network Router €300
- Network Transceiver €300
- Network Switch €300
- Network Ancillaries-Other €300

Peripherals

Examples include:
- Data Switchbox €300
- Modem €300
Scanner Image €300
Storage Disk Drive €300
Storage Tape Drive €300
UPS System €300
Uninterruptible Power Supply €300
UPS Battery Cabinet €300

Threshold exceptions:
- Bar-code Reader €100
- CD-ROM & Optical Drives NONE

**Printer** €100
Examples include:
- Large Format Printer €100
- Desk top printer €100

Threshold exception:
- Printer, Barcode/Label €300

**Systems** €100
Examples include:
- Filing System Scanner & Printer €100
- ID System Sign-Pad €100
- ID System Video Printer €100
- ID System Camera Digital €100

**Note:**
- **Threshold** - indicates the value level that determines if items of this type should be tracked as assets.
- **NONE** - No items of this type should be tracked as Assets. These items should be tracked as expendable.
- **€300** - Items with a value of €300 or more should be tracked as Assets (special items/attractive items)
- An item not included in this list may be determined to be "attractive" in nature – should this arise, the question of whether to include it as a special item will be determined by the Secretary of the Property Survey Board.