

Disaster Recovery and Mitigation Plan

Trinity County Appraisal District

123 S. Main

Groveton, Texas 75845

103 W. Caroline

Trinity, Texas 75862

Revised November 2021

Plan Objective

Scope

Disaster is defined in Webster's Dictionary as a sudden calamitous event bringing great damage, loss, or destruction. Disaster's though rare, do occur and are hard to anticipate. When an organization's vulnerability is assessed, the need for a contingency plan is apparent. In the event of a disaster or interruption of business continuity, the Trinity County Appraisal District will use this plan as a form of insurance for the organization.

Goal

The primary objective of this plan is to implement an active course of mitigation and disaster recovery action in the event of a disaster or business interruption in the Trinity County Appraisal District. This plan is intended to reduce or alleviate the number of decisions which must be made should such an event occur.

The Trinity County Appraisal District defines a disaster as "an event whose timing is unexpected and whose consequences are seriously destructive". An interruption is defined as a "break in the uniformity or continuity of normal day-to-day functions of the department".

Mitigation planning identifies policies and actions that can be implemented over the long term to reduce risk and future losses. Trinity County Appraisal District's mitigation goal involves a long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage.

Contingency implies recovery, or at the very least the efforts to affect recovery from impaired operations. This plan is a step-by-step guide to rebuild the Trinity County Appraisal District's functions with the ultimate goal of experiencing a minimal amount of downtime.

Trinity County Appraisal District further declares that any event, which causes an interruption of the district's information processing for a period greater than 24 hours, shall be declared a disaster.

This plan will serve as the guide, which the Information Systems department will follow in its response and recovery efforts immediately following the disaster.

Disaster Types

Disaster types are defined into three categories: Natural, Human, and Technical.

Natural Disasters or "acts of nature" include but are not limited to events such as tornadoes, hurricanes, earthquakes, heavy storms, lightning, hail, or other erratic weather.

Human Disasters include but are not limited to acts of sabotage, arson, bombing, theft, water leaks, and plumbing failure, human error, vandalism, loss of key people, fraud, and embezzlement.

Technical Disasters include but are not limited to equipment failure, virus, human error, software failure, power flux, and/or power outages.

Disaster Levels

Level 1 (Severe) — This level represents a total disruption of the building and/or its contents. Work ceases for a period of thirty or more hours. Disruption occurs during working hours and downtime is crucial to the district's business operation.

Level 2 (Major) — This level represents a partial disruption to the building and/or its contents, occurring during the working or non-working hours of the district. Work ceases for a period of eight to thirty hours. The Disaster affects one or two major functions of the District or has occurred during a vital time of the year for that particular department, section, or area.

Level 3 (Minor) — This level represents a partial disruption or damage to a segment of the District's computer system. Work ceases for a period of one to eight hours and have occurred during a non-vital time of the year.

Please note that the above levels are indicated as suggestions but are ultimately determined by Chief Appraiser.

District Wide Plan Implementation

In the event of a District wide disaster or severe business interruption at the Trinity County Appraisal District, as defined herein, the Chief Appraiser will determine and assess the type and level of the disaster. The Chief Appraiser will decide on the implementation of the Disaster Recovery Plan.

The Chief Appraiser will provide instruction to staff. These instructions may include directives asking staff to stay home until further notice to reporting to work at an alternate location.

The following procedures should be implemented in the event of an unplanned emergency and evacuation:

- All staff and/or customers should be alerted to the evacuation.
- Staff will evacuate the building as instructed by the evacuation plans. ● Staff will assemble at the designated meeting place and be accounted for.

Authority

Authority over the Disaster Recovery Process rests with the Chief Appraiser. The Chief Appraiser will provide direction to all and maintain a state of readiness by coordinating live and stimulated tests of the disaster recovery plan. The Chief Appraiser is the only member who can activate the Disaster Recovery Plan. In the event of a disaster, the Chief Appraiser will determine and assess the type and level of the disaster and activate the plan.

Responsibilities

The responsibilities of Chief Appraiser are as follows:

- Establish a Command Center
- Contact the Staff
- Activate the Recovery Plan
- Coordinate all recovery efforts
- Survey the damage
- Prepare for relocation at the new recovery site as determined by the Chief Appraiser

Mitigation Strategy

- Evaluate building components and retrofit options
- Designate safe room for public and staff when evacuation is not an option
- Evaluate existing building evacuation plans and train staff
- Continue to improve ways to safeguard onsite data processing systems from natural disasters, i.e., floods, hurricanes, tornadoes and fires
- Continue to find ways to improve safety of public and staff
- Monitor needs assessment e.g., backup generators, offsite data storage, building security

District Wide Emergency Notification Plan

The Chief Appraiser of the Trinity County Appraisal District will give instructions on whether to report to work in the event of a disaster, contingency, severe weather or other emergency situation. These instructions will be available to everyone by calling 936-6421502 (Groveton Office) or 936-594-5958 (Trinity Office). District personnel are encouraged to use these numbers for notification.

Department Emergency Contact List

In the event of an emergency, the Chief Appraiser will contact District staff, board members, district attorneys and taxing entities.

Employees

Employee	Title/Location	Phone Number
Gary Gallant	Chief Appraiser/Groveton	936-581-4113
Karen Ivy	Deputy Chief Appraiser /Groveton	936-581-4159
James Cody Wars	Appraisal Director/Groveton	936-662-5106
Kelly Denman	BPP Appraiser/Groveton	936-707-1641
Russell Holmes	Appraiser/Groveton	936-465-5200
Emily Hudnall	Admin Assistant/Groveton	936-355-0959
SarahBeth Bennett	Collection Clerk/Groveton	936-661-7181
Brittany Warren	Bookkeeping/Trinity	936-661-8676
Danny Monroe	Deeds Specialist/Trinity	936-661-4256
Amanda Gates	Collection Clerk/Trinity	936-581-8855
Allen McKinley	Appraiser	936-661-2187
Susan McKinley	Collection Clerk/Trinity	936-661-0891

Board of Directors

Board Member	Position Held	Phone Number
Iverson Evans	Chairman	936-544-6382
Doug Page	Vice-Chairman	936-635-3238
James Due	Secretary	936-635-6675
Monty Huffman	Member	936-661-1886
Kevin Searcy	Member	936-661-2579

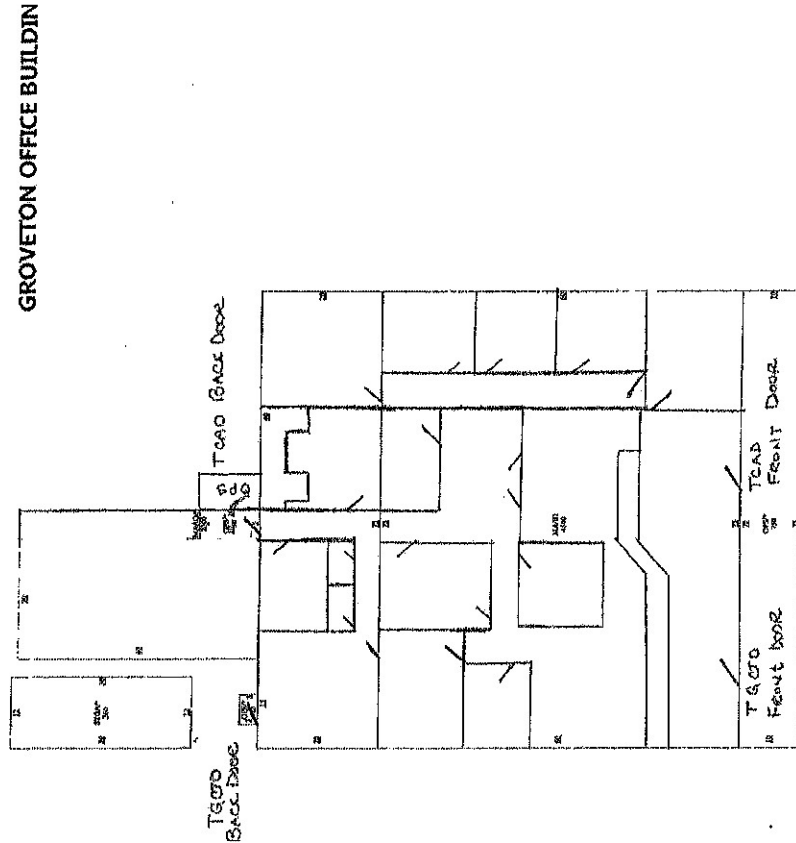
Attorney

Attorney	Law Firm	Phone Number
Patrick McArthur	PBFCM	1-800-262-5404
Robert Mott	PBFCM	713-906-1587

Taxing Entities

Contact Name	Entity	Phone Number
Doug Page	Trinity County	936-635-3238
John Kaufman	Trinity ISD	936-594-3569
Jim Dillard	Groveton ISD	936-642-1473
Cody Mooree	Apple Springs ISD	936-831-3344
Mark Brown	Centerville ISD	936-642-1597
Malinda Lyndsey	Kennard ISD	936-655-2121
Randy Karnes	Trinity Hospital District	936-661-2166
Jim Atkinson	WWS MUD	936-594-3411
Wayne Huffman	City of Trinity	936-594-2507
Tommy Walton	City of Groveton	936-642- 1122

Disaster Recovery Exit Plan Groveton Office



Meeting Site - Trinity County Appraisal District Groveton staff is to gather in the center of Trinity County Appraisal District's parking lot

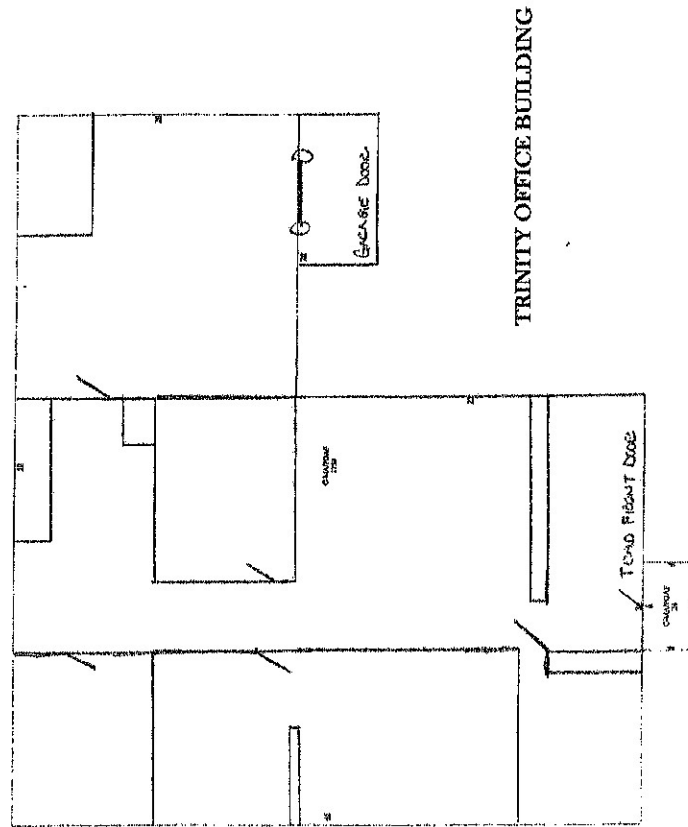
Fire Extinguisher's - in the break room

Flashlight - break room

First Aid Kit - break room

Head Count - Will be conducted by Chief Appraiser (or designee) at meeting site

Disaster Recovery Exit Plan Trinity Office



Meeting Site - Trinity County Appraisal District Trinity staff is to gather on the street located next to Methodist Church building on Caroline Street.

Fire Extinguisher's - in the kitchen/breakroom

Flashlight - break room

First Aid Kit - break room

Head Count - Will be conducted by Chief Appraiser (or designee) at meeting site

Information Technology/Data Processing

Disaster Recovery Overview

In the event of a disaster or business interruption in the District's CAMA and data processing systems the Chief Appraiser along with the district's software vendor will determine and access the type and level of the disaster and will direct that the disaster recovery plan be implemented.

In the event of a disaster during office hours, the district's software vendor will begin recovery procedures. Staff will be assigned projects, many of which parallel the recovery process.

The software vendor will be tasked with the project of recovering the district's appraisal data. The flat files will be made into the necessary media, (i.e., microfiche, CD's, etc.). The Chief Appraiser will be responsible for retrieving any files that are to be stored on and off-site.

Vendor	Contact Person	Phone Number
Harris Govern	Angela Keaton	972-881-1858

Server backup procedures

Server is located in Trinity Office.

- Dell PowerEdge 79NRCP1 Server
 - Harris Govern perform maintenance and have full access to all systems hardware and software
 - Our workstations must be left on, at minimum, every Wednesday night to perform the necessary maintenance.
 - Harris Govern maintains two encrypted file level backup data storage servers listed as files for basic backup. One server is listed at our office located in Groveton Texas and the other is in Plano Texas at the Harris Govern secured storage site.
 - It is recommended that all personal computers be backed up by Trinity County Appraisal District personnel. Copies of the personal computer files can be uploaded to the server. It is then saved with the normal system save procedure. This provides for a more secure backup of personal computer-related systems where a local area disaster could wipe out important personal computer systems.

Disaster Action Checklist

1. Plan Initiation
 - a. Chief Appraiser makes determination
 - b. Contact and set up disaster recovery team
 - c. Determine degree of disaster d, Implement proper application recovery plan dependent on extent of disaster
 - e. Monitor progress
 - f. Contact all necessary personnel—both user and data processing
 - g. Contact vendors—both hardware and software
 - h. Notify users of the disruption of service
2. Follow-Up Checklist
 - a. List teams and tasks of each
 - b. Obtain emergency cash and set up transportation to and from backup site, if necessary
 - c. Set up living quarters, if necessary
 - d. List all personnel and their telephone numbers
 - e. Establish user participation plan
 - f. Set up the delivery and the receipt of mail
 - g. Establish emergency office supplies
 - h. Rent or purchase equipment, as needed
 - i. Determine applications to be run and in what sequence
 - j. Identify number of workstations needed

- k. Check out any off-line equipment needs for each application
- l. Check on forms needed for each application
- m. Check all data being taken to backup site before leaving and leave inventory profile at home location
- n. Set up primary vendors for assistance with problems incurred during emergency
- o. Plan for transportation of any additional items needed at backup site
- p. Check for additional magnetic tapes, if required
- q. Take copies of system and operational documentation and procedural manuals.

Recovery start-up procedures for use after a disaster

1. Chief Appraiser of Trinity County Appraisal District determines need to implement recovery plan.
2. Notify software vendor of the need to utilize service and of recovery plan.
 - a. Disaster notification numbers
 - b. Harris Govern 1-972-881-1858
3. Provide software vendor with an equipment delivery site address (when applicable), a contact, and an alternate contact for coordinating service and telephone numbers at which contacts can be reached 24 hours a day.
4. Contact power and telephone service suppliers and schedule any necessary service connections.

Recovery Timeline

1. Within 24 hours, establish new location and move in necessary equipment and software.
2. By the end of 48 hours all computers and sites are working and ready.
3. By the end of 72 hours all staff is back and in full operation.

Temporary Location

If available County or City office space and if not, a portable office will be brought in to location.

Restoring The Entire System

To get the system back to the way it was before the disaster contact the software vendor must coordinate whom to work with in its Hardware and Development departments. Find the following tapes, equipment, and information from the on-site tape vault or the off-site storage location:

- All tapes from the most recent complete backup operation
- Tape list from most recent complete save operation
- Tape list from most recent weekly save operation
- The Software Installation book

- The Backup and Recovery book
- Telephone directory
- Tool kit

Testing The Disaster Recovery Plan

In successful contingency planning, it is important to test and evaluate the plan regularly. Data processing operations are volatile in nature, resulting in frequent changes to equipment, programs, and documentation. These actions make it critical to consider the plan as a changing document. Use these checklists as you conduct the test and decide what areas need further testing.

Conducting a test of the procedures

Select the purpose of the test.

Describe the objectives of the test.

What aspects of the plan are being evaluated?

Determine how to measure successful achievement of the objectives.

Meet with support and management to explain expected test objectives.

Announce the agreed testing and completion time.

Collect test results at the at the end of test completion.

Evaluate results and identify areas of improvement.

Make recommendations for changes and set a deadline for responses.

Notify users of the results and recommended changes to the procedures.

Update the disaster recovery plan if necessary to reflect any changes.

Disaster site rebuilding

Design floor plan of data center to accommodate data center square footage needs, power requirements and security requirements.

Determine current hardware needs and possible alternatives.

Bring systems back online after data center is setup.

Current Inventory

Trinity CAD keeps and up to date inventory list to ensure all hardware is accounted for in case of theft or disaster.

Barcode	Description	Serial No.	Room No
1038	BINDING MACHINE, ELECTRIC	SE00262P	RM 115
	BOOKCASE, 2-3 SHELVES		RM 107
	BOOKCASE, 2-3 SHELVES		RM 108
	BOOKCASE, 2-3 SHELVES		RM 110
	BOOKCASE, 2-3 SHELVES		RM 112
	BOOKCASE, 2-3 SHELVES		RM 119
	BOOKCASE, 4-5 SHELVES		RM 113
	BOOKCASE, 4-5 SHELVES		RM 114
	BOOKCASE, 4-5 SHELVES		RM 119
	BOOKCASE, 4-5 SHELVES		RM 122
	BOOKCASE, 4-5 SHELVES		RM 103
	BOOKCASE, 4-5 SHELVES		RM 106
	BOOKCASE, 6 OR MORE SHELVES		RM 115
	BOOKCASE, 6 OR MORE SHELVES		RM 117
	CABINET, FILE, 2-3 DRAWERS		RM 111
	CABINET, FILE, 2-3 DRAWERS		RM 112
	CABINET, FILE, 2-3 DRAWERS		RM 114
	CABINET, FILE, 2-3 DRAWERS		RM 116
	CABINET, FILE, 2-3 DRAWERS		RM 122
	CABINET, FILE, 2-3 DRAWERS		RM 101
	CABINET, FILE, 4-5 DRAWERS		RM 109
	CABINET, FILE, 4-5 DRAWERS		RM 111
	CABINET, FILE, 4-5 DRAWERS		RM 112
	CABINET, FILE, 4-5 DRAWERS		RM 113
	CABINET, FILE, 4-5 DRAWERS		RM 116
	CABINET, FILE, 4-5 DRAWERS		RM 118
	CABINET, FILE, 4-5 DRAWERS		RM 122
	CABINET, FILE, 4-5 DRAWERS		RM 123
	CABINET, FILE, 4-5 DRAWERS		RM 101
	CABINET, FILE, 4-5 DRAWERS		RM 103
	CABINET, FILE, 4-5 DRAWERS		RM 104
	CABINET, FILE, 4-5 DRAWERS		RM 105
1030	CABINET, FILE, FIRE PROOF	NA	RM 111
1048	CABINET, FILE, FIRE PROOF	NA	RM 120
1049	CABINET, FILE, FIRE PROOF	NA	RM 120
1050	CABINET, FILE, FIRE PROOF	NA	RM 120
1054	CABINET, FILE, FIRE PROOF	NA	RM 122
1056	CABINET, FILE, FIRE PROOF	NA	RM 122
1058	CABINET, FILE, FIRE PROOF	NA	RM 123

1015	CABINET, FILE, FIRE PROOF	NA	RM 101
	CABINET, FILE, LATERAL, 2 DRAWER		RM 123
1044	CABINET, FLAT FILE, 5 DRAWER	NA	RM 118
1045	CABINET, FLAT FILE, 5 DRAWER	NA	RM 118
1046	CABINET, FLAT FILE, 5 DRAWER	NA	RM 118
1047	CABINET, FLAT FILE, 5 DRAWER	NA	RM 118
	CABINET, STORAGE, FULL HEIGHT		RM 118
	CALCULATOR, DESK TOP, LOW END		RM 108
	CALCULATOR, DESK TOP, LOW END		RM 111
	CALCULATOR, DESK TOP, LOW END		RM 120
	CALCULATOR, DESK TOP, LOW END		RM 122
	CALCULATOR, DESK TOP, LOW END		RM 101
	CALCULATOR, DESK TOP, LOW END		RM 103
	CART, ALL-PURPOSE		RM 119
	CHAIR, FOLDING		RM 104
	CHAIR, FOLDING		RM 106
	CHAIR, FOLDING, PADDED		RM 113
	CHAIR, FOLDING, PADDED		RM 114
	CHAIR, FOLDING, PADDED		RM 120
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 108
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 109
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 110
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 111
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 112
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 113
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 114
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 116
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 117
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 118
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 120
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 121
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 122
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 123
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 101
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 102
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 103
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 104
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 105
	CHAIR, OFFICE TASK, W/ OR W/O ARMS		RM 106
	CHAIR, TEACHER/STUDENT/STACKING		RM 107
	CHAIR, TEACHER/STUDENT/STACKING		RM 110

	CHAIR, TEACHER/STUDENT/STACKING		RM 117
	CHAIR, TEACHER/STUDENT/STACKING		RM 119
	CHAIR, TEACHER/STUDENT/STACKING		RM 100
	CHAIR, TEACHER/STUDENT/STACKING		RM 103
	CHAIR, TEACHER/STUDENT/STACKING		RM 104
	CHAIR, TEACHER/STUDENT/STACKING		RM 106
	CHAIR, WOOD, W/O ARMS		RM 101
	CHAIR, WOOD, W/O ARMS		RM 105
	COFFEE MAKER, HIGH END		RM 119
1034	COMPUTER	7J2JGB2	RM 113
1041	COMPUTER, FILE SERVER	97SR5H1	RM 118
1040	COMPUTER, FILE SERVER, HIGH-END	18K9CH2	RM 118
1031	COMPUTER, LAPTOP	DJ4XQN2	RM 112
1016	COMPUTER, W/ MONITOR	4D2FD82	RM 108
1017	COMPUTER, W/ MONITOR	BF1VPX2	RM 108
1020	COMPUTER, W/ MONITOR	32CNGL2	RM 108
1021	COMPUTER, W/ MONITOR	DZN8JG2	RM 108
1022	COMPUTER, W/ MONITOR	BF1WPX2	RM 108
1024	COMPUTER, W/ MONITOR	BF293Y2	RM 109
1026	COMPUTER, W/ MONITOR	BF283Y2	RM 109
1027	COMPUTER, W/ MONITOR	DZRBJG2	RM 110
1029	COMPUTER, W/ MONITOR	BF273Y2	RM 111
1033	COMPUTER, W/ MONITOR	F034JG2	RM 113
1036	COMPUTER, W/ MONITOR	F0H9JG2	RM 114
1051	COMPUTER, W/ MONITOR	CD2FD82	RM 120
1055	COMPUTER, W/ MONITOR	DZV8JG2	RM 122
1057	COMPUTER, W/ MONITOR	7X1VRZ2	RM 123
1000	COMPUTER, W/ MONITOR	329LGL2	RM 101
1003	COMPUTER, W/ MONITOR	F088JG2	RM 101
1004	COMPUTER, W/ MONITOR	BF2PPX2	RM 101
1006	COMPUTER, W/ MONITOR	32TMGL2	RM 101
1009	COMPUTER, W/ MONITOR	BF2QPX2	RM 102
1010	COMPUTER, W/ MONITOR	324LGL2	RM 103
1013	COMPUTER, W/ MONITOR	9PWG1T2	RM 104
1014	COMPUTER, W/ MONITOR	9PXB1T2	RM 105
	CREDENZA		RM 114
	CREDENZA		RM 120
	DESK, DOUBLE PEDESTAL		RM 108
	DESK, DOUBLE PEDESTAL		RM 109
	DESK, DOUBLE PEDESTAL		RM 111
	DESK, DOUBLE PEDESTAL		RM 112

	DESK, DOUBLE PEDESTAL		RM 117
	DESK, DOUBLE PEDESTAL		RM 118
	DESK, DOUBLE PEDESTAL		RM 101
	DESK, DOUBLE PEDESTAL		RM 103
	DESK, DOUBLE PEDESTAL		RM 104
	DESK, DOUBLE PEDESTAL		RM 105
	DESK, DOUBLE PEDESTAL		RM 106
	DESK, DOUBLE PEDESTAL, W/ RETURN		RM 113
	DESK, DOUBLE PEDESTAL, W/ RETURN		RM 114
	DESK, DOUBLE PEDESTAL, W/ RETURN		RM 121
	DESK, DOUBLE PEDESTAL, W/ RETURN		RM 122
	DESK, DOUBLE PEDESTAL, W/ RETURN		RM 123
	DESK, SINGLE PEDESTAL		RM 118
	DESK, SINGLE PEDESTAL		RM 123
	FIXED HEIGHT, STOOL		RM 102
	HANDTRUCK, 2-WHEEL		RM 115
	LABEL MAKER, HANDHELD		RM 111
	LADDER, STEP, 2'-6'		RM 115
	LECTERN, FLOOR		RM 121
	MICROWAVE OVEN		RM 119
	MICROWAVE OVEN		RM 101
1018	MONEY COUNTING MACHINE, W/ CURRENCY SCANNER	1.15054E+14	RM 108
	MONITOR, 15"-29"		RM 109
	MONITOR, 15"-29"		RM 111
	MONITOR, 15"-29"		RM 112
	MONITOR, 15"-29"		RM 113
	MONITOR, 15"-29"		RM 114
	MONITOR, 15"-29"		RM 122
	MONITOR, 15"-29"		RM 101
	MONITOR, 15"-29"		RM 103
	MONITOR, 15"-29"		RM 105
1037	PAPER FOLDER	1962	RM 115
1039	POWER SUPPLY, UNINTERRUPTED, RACKMOUNT, UPS	AS1606134609	RM 118
1023	PRINTER, LASERJET	CNBCLBH05R	RM 108
1032	PRINTER, LASERJET	U62499K3J396933	RM 113
1001	PRINTER, LASERJET	CNCCF990TY	RM 101
1002	PRINTER, LASERJET	PH8HF92623	RM 101
1005	PRINTER, LASERJET	CNBCLBH1QH	RM 101
1008	PRINTER, LASERJET	PHBHL59435	RM 101
1043	PRINTER, LASERJET, HIGH END	T6343	RM 118

	PRINTER, LASERJET, LOW END		RM 110
	PRINTER, LASERJET, LOW END		RM 111
	PRINTER, LASERJET, LOW END		RM 112
	PRINTER, LASERJET, LOW END		RM 114
	PRINTER, LASERJET, LOW END		RM 120
	PRINTER, LASERJET, LOW END		RM 121
	PRINTER, LASERJET, LOW END		RM 122
	PRINTER, LASERJET, LOW END		RM 104
	PRINTER, LASERJET, LOW END		RM 105
	PRINTER, LASERJET, MULTI-FUNCTION		RM 108
	PRINTER, LASERJET, MULTI-FUNCTION		RM 109
	PRINTER, LASERJET, MULTI-FUNCTION		RM 116
	PRINTER, LASERJET, MULTI-FUNCTION		RM 102
	PRINTER, LASERJET, MULTI-FUNCTION		RM 103
1042	PRINTER, POSTER	CN47I8H03605WS	RM 118
	REFRIGERATOR, HOUSEHOLD, W/O ICEMAKER		RM 119
	REFRIGERATOR, HOUSEHOLD, W/O ICEMAKER		RM 101
1019	SCANNER, DOCUMENT	X2HJ080697	RM 108
1025	SCANNER, DOCUMENT	ADRCC05858	RM 109
1028	SCANNER, DOCUMENT	X2HJ131413	RM 111
1053	SCANNER, DOCUMENT	X2HJ091941	RM 122
1007	SCANNER, DOCUMENT	X2HJ024655	RM 101
1011	SCANNER, DOCUMENT	FI6130 268780	RM 103
	SHELVING, METAL, ADJUSTABLE, 6'		RM 115
	STOOL, ADJUSTABLE HEIGHT		RM 108
	STOOL, ADJUSTABLE HEIGHT		RM 109
	STOOL, ADJUSTABLE HEIGHT		RM 102
	SWITCH, 16 PORT		RM 104
	SWITCH, 24 PORT		RM 118
	SWITCH, 24 PORT		RM 104
1052	TABLE, CONFERENCE	NA	RM 121
	TABLE, FOLDING		RM 108
	TABLE, FOLDING		RM 110
	TABLE, FOLDING		RM 115
	TABLE, FOLDING		RM 119
	TABLE, FOLDING		RM 121
	TABLE, FOLDING		RM 123
	TABLE, FOLDING		RM 105
	TABLE, FOLDING		RM 106
	TABLE, RECTANGULAR		RM 108
	TABLE, RECTANGULAR		RM 111

	TABLE, RECTANGULAR		RM 112
	TABLE, RECTANGULAR		RM 113
	TABLE, RECTANGULAR		RM 114
	TABLE, RECTANGULAR		RM 101
	TABLE, RECTANGULAR		RM 102
	TABLE, RECTANGULAR		RM 104
	TABLE, ROUND		RM 109
	TABLE, SQUARE		RM 101
	TABLE, SQUARE		RM 102
	TELEPHONE, DESKTOP		RM 108
	TELEPHONE, DESKTOP		RM 110
	TELEPHONE, DESKTOP		RM 111
	TELEPHONE, DESKTOP		RM 112
	TELEPHONE, DESKTOP		RM 113
	TELEPHONE, DESKTOP		RM 114
	TELEPHONE, DESKTOP		RM 118
	TELEPHONE, DESKTOP		RM 120
	TELEPHONE, DESKTOP		RM 122
	TELEPHONE, DESKTOP		RM 123
	TELEPHONE, DESKTOP		RM 101
	TELEPHONE, DESKTOP		RM 102
	TELEPHONE, DESKTOP		RM 104
	TELEPHONE, DESKTOP		RM 105
1035	TELEVISION, 50"-60"	NA	RM 113
1012	TELEVISION, 50"-60"	NA	RM 104
	TIME CLOCK		RM 123
	VACUUM, CARPET, UPRIGHT		RM 115
	VACUUM, CARPET, UPRIGHT		RM 106