



Standard Practice for Tangible Property Mobility Index (MI)¹

This standard is issued under the fixed designation E 2676; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice covers standardizing practice and terminology related to information conveying the mobility of tangible property.

1.2 This practice describes a graduated index depicting in a standard manner the mobility of tangible property, assigning a standard name and index number to each. The index ranges from indiscernible to immovable. The mobility index ranges from MI 0 for *non-discernable items* to MI 10 for *real property*.

1.3 While examples are given of items that may be associated with a particular mobility index number, the intent of this practice does not include rigid prescriptive assignment of items or types of items to specific mobility indexes. Individual entities may make their own assignments based on their judgment unless or until standard practice based on experience using this practice emerges.

1.4 In conjunction with Practice E 2608, entities may base decisions on control classes and control classes in whole or in part based on the mobility indices of the items.

1.5 In conjunction with Practice E 2132, entities may develop their physical inventory plans for classes of items based in whole or in part on the mobility indices of the items.

1.6 In conjunction with Practice E 2131, entities may analyze and report their loss, damage, and destruction experience based in whole or in part on the mobility indices of the items.

1.7 There is no existing, recognized practice for recording, discussing, and comparing mobility information.

1.8 This practice is designed to be applicable and appropriate for all tangible property-holding entities.

1.9 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appro-*

priate safety and health practices and determine the applicability of regulatory limitations prior to use.

2. Referenced Documents

2.1 ASTM Standards:²

E 2131 Practice for Assessing Loss, Damage, or Destruction of Property

E 2132 Practice for Physical Inventory of Durable, Moveable Property

E 2135 Terminology for Property and Asset Management

E 2279 Practice for Establishing the Guiding Principles of Property Management

E 2608 Practice for Equipment Control Matrix (ECM)

3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology E 2135.

3.2 Acronyms:

3.2.1 ECM—equipment control matrix

3.2.2 MI—mobility index

3.2.3 PDA—Personal digital assistant

4. Significance and Use

4.1 Establish a standard notational and conversational approach to tangible property mobility and related information to enable precision in requirements and results related to movement and tracking.

4.2 Foster and enable additional standard practices related to or based on mobility practice and information.

5. Tangible Property Mobility Index

5.1 Mobility Index (MI):

¹ This practice is under the jurisdiction of ASTM Committee E53 on Property Management Systems and is the direct responsibility of Subcommittee E53.05 on Property Management Maturity.

Current edition approved Feb. 15, 2009. Published February 2009.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

5.1.1 *MI 0: Non-Discernable Items*—Items for which movement is not visible or discernable because of its size or other characteristics. MI 0 is one theoretical end point of the mobility index.

5.1.2 *MI 1: Discernable Items*—Items for which movement is not visible because of its size or other characteristics but for which movement is discernable. Examples of MI 1 items include airborne gases and particles and nanotechnology items.

5.1.3 *MI 2: Bulk Items*—Items for which movement is visible and that are normally moved in bulk. Examples of MI 2 items include computer chips and screws.

5.1.4 *MI 3: Personal Items*—Items that are normally and easily carried by people on their person for use or transportation purposes, for example, in a pocket or purse. Examples of MI 3 items include memory sticks, mobile telephones, and personal digital assistants (PDAs).

5.1.5 *MI 4: Portable Items*—Items that are too large to be normally and easily carried by people on their person for use or transportation purposes but that are designed or intended to be carried or easily moved. Examples of MI 4 items include laptop computers and portable oscilloscopes.

5.1.6 *MI 5: Personally Moveable Items*—Items that are normally moved by individuals but that are typically larger and heavier than portable items. Examples of MI 5 items include desktop computers and displays.

5.1.7 *MI 6: Items Personally Moveable with Mechanical Assistance*—Items beyond personally moveable items that are moved by individuals with normally available means of mechanical assistance, such as hand trucks or dollies. Examples of MI 6 items include small industrial equipment and fixtures.

5.1.8 *MI 7: Self-Locomoting Items*—Items that are designed and built with a power source to enable movement from place to place. Examples of MI 7 items include aircraft, vehicles, and ships.

5.1.9 *MI 8: Items Moveable with Significant Mechanical Assistance*—Items requiring significant mechanical assistance,

such as forklifts or cranes, to be moved. Examples of MI 8 items include heavy industrial equipment and jersey walls.

5.1.10 *MI 9: Removable Fixtures*—Items fixed in place as removable components of real property. Examples of MI 9 items include streetlights and utility poles.

5.1.11 *MI 10: Real Property*—Real property items that shall typically be dismantled or destroyed to be moved. Examples of MI 10 items include houses, office buildings, bridges, and roads.

5.2 Items or groups of like items should be assigned to the most appropriate index level.

6. Usage

6.1 An entity should use the mobility index terminology or numerical level references or both to assure requirements and results related to mobility and location control are uniformly expressed and communicated.

6.2 An entity should determine the appropriate mobility level for items to better inform life-cycle management, maintenance, tracking, and overall communications with the goal of cost-effective support of the mission of the entity in accordance with Practice E 2279.

6.3 The mobility index should be determined and recorded. This may be done for all tangible property or specific subsets of tangible property.

6.4 Separately, or in conjunction with Practice E 2608 and other standards, the entity should use the mobility index to better define policy, processes, and procedures for managing tangible property.

6.5 This practice enables effective and consistent communication regarding tangible property mobility practice and information.

7. Keywords

7.1 MI; mobility; mobility index; portable; property; tangible property

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