

Fixed Asset Data Collection Form

New Asset or Modified Asset Asset No:

Project / Work Order: _____ Project Start Date: ___ / ___ / ___

Campus: _____ Location / Building: _____

Grid Ref: _____ Floor Level: _____ Room Number: _____

Asset Description: _____

Supplier: _____ Brand: _____

Model: _____ Serial No: _____

Comments: _____

Purchase Date: _____ Warranty Period (Yrs/Mths): _____

Purchase Price (if known): \$ _____ (GST Exclusive)

Installation Date: ___ / ___ / ___ Commissioned Date: ___ / ___ / ___

Certificate No: _____ Test No: _____

(These two items are required if "Hazardous Plant" has been installed as part of the project)

Installation Date: ___ / ___ / ___ Commissioned Date: ___ / ___ / ___

Was an asset removed as part of the project? (Yes/No): Asset No:

(Note: An Asset Disposal Form must be completed for all removed assets indicating the disposal process)

Details listed by: _____
(Name - Please print)

Commercial Services and Development Use Only			
School or Section Ownership <input style="width: 100%;" type="text"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Condition</u>	<u>Criticality:</u>	<u>System ID</u>	<u>Maintainable:</u>
Excellent Fair Good Not Known Poor Very Good	5 = Essential 4 = Important 3 = Desirable 2 = Non Essential 1 = Not Required	I = Individual S = System or Group U = Unit or Assembly	Yes or No
Maintenance Centrally Funded? Y/N			<input type="checkbox"/>
Asset Group: <input style="width: 60%;" type="text"/>	PESHFM? Y/N <input type="checkbox"/>		
Asset Description: <input style="width: 60%;" type="text"/>	Hazardous Plant? Y/N <input type="checkbox"/>		
Equipment ID: <input style="width: 60%;" type="text"/>			
Details Completed by: <input style="width: 60%;" type="text"/>	Asset Number: <input style="width: 60%;" type="text"/>		
<small>(Name - Please print) (Asset Officer to complete)</small>			
<small>PESHFM=Prescribed essential safety and health features and measures maintenance</small>			