



Asset Inventory Template

15 May 2023 / JK Harrington

Complete

Score	0%	Flagged items	0	Actions	2
Company Name	HHJ Corporation				
Created on	15.05.2023 17:30 PST				
Prepared by	JK Harrington				
Location	Michigan, USA (44.3148443, -85.60236429999999)				

Actions

2 actions

Asset Inventory / Asset Details and Audit / Asset Details and Audit 4

Status and Condition

Needs Repair or Replacement/Under Maintenance

Both cameras were used last week for the shooting of our Onboarding video and Company promotional video (see the attached incident report). They weren't properly packed and returned to the studio which resulted in them being damaged in transit. Only minor defects were found, and the repair action is already created in this item for assigning and resolution before this week ends.

[Incident Report - Damaged Cameras in Transit.pdf](#)

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.05.2023 13:17 PST | Created by SafetyCulture Staff

Repair 2 DSLR cameras.

Asset Inventory / Asset Details and Audit / Asset Details and Audit 4

Reorder Policies

- When the cameras cannot be repaired and need to be replaced
- When there are no available backup cameras at the time of the creation of the asset inventory

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.05.2023 13:19 PST | Created by SafetyCulture Staff

Order 2 Canon DSLR units that will serve as our backup cameras.

Asset Inventory

2 actions

Asset Details and Audit

2 actions

Asset Details and Audit 1

Asset Photo



Photo 1

Asset Name

2019 Ford F-150

Asset Description

Full-sized pickup truck

Asset Group

Vehicle

Unique Identifier/Tag and Location

VIN 1FTEW1CP1KFA55555, parking lot B

Asset Quantity

1

Asset Cost/Value

\$35,000

Investment Time

January 2019

Status and Condition

In Good Condition/In Use

Maintenance Schedule

Every 5,000 miles

Supplier Name, Address, and Contact Details

Ford Motor Company, 16800 Executive Plaza Dr, Dearborn, MI 48126, (800) 392-3673

Shipping/Delivery Time

N/A

Estimated Shipping Costs

N/A

Reorder Policies

N/A

Asset Details and Audit 2

Asset Photo



Photo 2

Asset Name

Conference Table

Asset Description

Oval-shaped table with wooden finish

Asset Group

Furniture

Unique Identifier/Tag and Location

Tags 1001-1005, Conference Rooms A-E

Asset Quantity

5

Asset Cost/Value

\$2,000 each

Investment Time

January 2020

Status and Condition

In Good Condition/In Use

Maintenance Schedule

Every 6 months

Supplier Name, Address, and Contact Details

IK Furniture, Inc., 1000 Palm Dr, NJ 07201, (888) 800-1111

Shipping/Delivery Time

7 days

Estimated Shipping Costs

\$200

Reorder Policies

Order when there are more than 50 employees

Asset Details and Audit 3

Asset Photo



Photo 3

Asset Name	HP EliteBook Laptop
Asset Description	14-inch laptop with Intel Core i7 processor, 8GB RAM, and 256GB SSD
Asset Group	Equipment
Unique Identifier/Tag and Location	EL-006-EL016, Desks 6-15
Asset Quantity	10
Asset Cost/Value	\$1,200 each
Investment Time	January 2022
Status and Condition	In Good Condition/In Use
Maintenance Schedule	Every 6 months
Supplier Name, Address, and Contact Details	HP Inc., 1501 Page Mill Road, Palo Alto, CA 94304
Shipping/Delivery Time	3 business days
Estimated Shipping Costs	\$100 per laptop
Reorder Policies	When the quantity falls below 5 units
Asset Details and Audit 4	2 actions

Asset Photo



Photo 4

Asset Name	Canon EOS 5D Mark IV Camera
Asset Description	Professional-grade DSLR camera with a 30.4-megapixel sensor and 4K video recording capabilities

Asset Group

Equipment

Unique Identifier/Tag and Location

CAM-001-002, Studio A

Asset Quantity

2

Asset Cost/Value

\$3,500 each

Investment Time

July 2019

Status and Condition

Needs Repair or Replacement/Under Maintenance

Both cameras were used last week for the shooting of our Onboarding video and Company promotional video (see the attached incident report). They weren't properly packed and returned to the studio which resulted in them being damaged in transit. Only minor defects were found, and the repair action is already created in this item for assigning and resolution before this week ends.

[Incident Report - Damaged Cameras in Transit.pdf](#)

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.05.2023 13:17 PST | Created by SafetyCulture Staff

Repair 2 DSLR cameras.

Maintenance Schedule

Every 6 months

Supplier Name, Address, and Contact Details

Canon USA Inc., One Canon Park, Melville, NY 11747

Shipping/Delivery Time

5 business days

Estimated Shipping Costs

\$50 per camera

Reorder Policies

- When the cameras cannot be repaired and need to be replaced
- When there are no available backup cameras at the time of the creation of the asset inventory

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.05.2023 13:19 PST | Created by SafetyCulture Staff

Order 2 Canon DSLR units that will serve as our backup cameras.

Completion

Other Comments and Recommendations

It is recommended to have the cameras repaired as soon as possible to avoid delays in projects that require high-quality photos or videos. It's also recommended to have backup cameras available in case of equipment failure.

Sign-off



JK Harrington
15.05.2023 18:27 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4

[Incident Report - Damaged Cameras in Transit.pdf](#)