



Fixed Asset Register Template

26 Apr 2023 / Tommy Holt

Complete

Score	71.43%	Flagged items	2	Actions	1
Conducted on	26.04.2023 10:30 PST				
Prepared by	Tommy Holt				
Location	New Jersey, USA (40.0583238, -74.4056612)				

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 0 actions

Asset Register / Asset Information and Audit / Asset Information and Audit 2

Is the asset in good order and safe?

No

DESK003 has a surface scratch. Though minor, it's still easily visible from afar.



Photo 3

Asset Register / Asset Information and Audit / Asset Information and Audit 2

Are all other associated parts in good order allowing proper function, i.e drainage, power supply, ventilation, waste, etc.?

No

Action already assigned in the previous item for repair.

Other actions

1 action

Asset Register / Asset Information and Audit / Asset Information and Audit 2

Specify the action needed and use the "Create Action" to assign.

Minor fix only

To Do | Assignee SafetyCulture Staff | Priority Low | Due 03.05.2023 12:18 PST | Created by SafetyCulture Staff

Fix DESK003's minor surface scratch.

Asset Register

2 flagged, 1 action, 71.43%

Asset Information and Audit

2 flagged, 1 action, 71.43%

Asset Information and Audit 1

100%

Asset Photo



Photo 1

Asset Name

Laptop

Asset Description

Dell Latitude E7450

If there's more than one of the same asset, please specify the count. Otherwise, put N/A.

10

Asset Group

Others

If others, please specify.

IT equipment

Asset Type

Hardware

Acquisition Date

01/01/2022

Cost/Value

\$1,200 each

Location (site, building, floor, room)

Headquarters, Building A, 3rd Floor, Room 305

Date Installed

01/01/2022

Depreciation Method

Straight-Line

Useful Life

4 years

Current Status/Condition (0 = Poor; 5 = New)

5

Responsible Party

IT Department

Serial/Asset Number

LT001-LT010

Warranty/Insurance Information

Warranty valid until 12/31/2023

Notes/Comments

All laptops are equipped with Windows 10 Pro and 16GB RAM.

Is the asset in good order and safe?

Yes

Is the area it is situated in safe/suitable?

Yes

Are all other associated parts in good order allowing proper function, i.e drainage, power supply, ventilation, waste, etc.?

N/A

Is repair, replacement, or maintenance needed to be carried out?

No

Asset Information and Audit 2

2 flagged, 1 action, 33.33%

Asset Photo

Photo 2

Asset Name

Office Desk

Asset Description

Wooden desk with drawers

If there's more than one of the same asset, please specify the count. Otherwise, put N/A.

5

Asset Group

Others

If others, please specify.

Furniture

Asset Type

Office Furniture

Acquisition Date

02/15/2020

Cost/Value

\$500 each

Location (site, building, floor, room)

Main Office, Building B, 2nd Floor, Room 201

Date Installed	02/15/2020
Depreciation Method	Straight-Line
Useful Life	10 years
Current Status/Condition (0 = Poor; 5 = New)	3
Responsible Party	Facilities Department
Serial/Asset Number	DESK001, DESK002, DESK003, DESK004, DESK005
Warranty/Insurance Information	N/A

Notes/Comments

- Desk #003 has a minor scratch on the surface.
- Desks are equipped with keyboard trays.

Is the asset in good order and safe?

No

DESK003 has a surface scratch. Though minor, it's still easily visible from afar.



Photo 3

Is the area it is situated in safe/suitable?

Yes

Are all other associated parts in good order allowing proper function, i.e drainage, power supply, ventilation, waste, etc.?

No

Action already assigned in the previous item for repair.

Is repair, replacement, or maintenance needed to be carried out?

Yes

Specify the action needed and use the "Create Action" to assign.

Minor fix only

To Do | Assignee SafetyCulture Staff | Priority Low | Due 03.05.2023 12:18 PST | Created by S afetyCulture Staff

Fix DESK003's minor surface scratch.

Asset Information and Audit 3

100%

Asset Photo



Photo 4

Asset Name

Office Chairs

Asset Description

Ergonomic mesh-back office chairs with adjustable height and lumbar support

If there's more than one of the same asset, please specify the count. Otherwise, put N/A.

20

Asset Group

Others

If others, please specify.

Furniture

Asset Type

Office Furniture

Acquisition Date

01/05/2021

Cost/Value

\$150 per chair

Location (site, building, floor, room)

Headquarters, Building B, 4th Floor, Office Area

Date Installed

01/05/2021

Depreciation Method

Straight-Line

Useful Life

4 years

Current Status/Condition (0 = Poor; 5 = New)

4

Responsible Party

Facilities Department

Serial/Asset Number

CH001, CH002, CH003, ..., CH020

Warranty/Insurance Information

Manufacturer's warranty valid for 3 years. Insured under general furniture insurance policy.

See attached file for more details on the manufacturer's warranty.

[Manufacturer's Warranty for Office Chairs.pdf](#)

Notes/Comments

Office chairs are used by employees in the open office area. Regular maintenance is conducted to ensure proper functioning and comfort. Any damaged or broken chairs are promptly repaired or replaced.

Is the asset in good order and safe?	Yes
Is the area it is situated in safe/suitable?	Yes
Are all other associated parts in good order allowing proper function, i.e drainage, power supply, ventilation, waste, etc.?	N/A
Is repair, replacement, or maintenance needed to be carried out?	No

Completion

Other Comments and Recommendations

For laptops: Regular software updates and antivirus scans should be performed to ensure security.
For office desks: Regular cleaning and maintenance should be performed to ensure longevity.
For office chairs: Regular ergonomic training and reminders should be provided to employees for proper usage of office chairs. Periodic inspections should be conducted to ensure that all chairs are in good condition and meet safety standards. Replacement chairs should be procured as needed to maintain an adequate supply for employees.

Sign-off



Tommy Holt
28.04.2023 18:29 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4

[Manufacturer's Warranty for Office Chairs.pdf](#)