

# Fixed Plant and Equipment Asset Data



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: \_\_\_\_\_

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)*

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)*

Comments: \_\_\_\_\_

Details listed by: \_\_\_\_\_  
(Name - Please print)

## Property Services Use Only

School or Section Ownership:

Required Condition:  
(for future maintenance)  
AAA = Exceptional  
AA = High  
A = Standard  
B = Minimal  
C = Mothball

Criticality:  
1 = Essential  
2 = Important  
3 = Desirable  
4 = Non Essential  
5 = Not Required

Functionality :  
1 = Ideal  
2 = Appropriate  
3 = Usable  
4 = Inappropriate  
5 = Not Suitable

Utilisation:  
1 = Continuous  
2 = High  
3 = Normal  
4 = Rare  
5 = Over Utilised

Asset Type:

Asset Description:

Equipment ID:

PESHFM ? (Y/N)

Maintenance Centrally Funded ? (Y/N)

Hazardous Plant ? (Y/N)

Capitalise: Y/N   
(Asset Officer)

Barcode No:   
(Asset Officer)

Asset Number:   
(Asset Officer)

PESHFM = Prescribed Essential Safety and Health Features and Measures Maintenance