

Appendix D.1

New equipment received form

Date: _____

Tech name: _____

Equipment _____ Category _____

Floor _____ Unit _____ Dept. _____

Details	
Note:	
Asset #	
Model #	
Serial #	
Vendor #	
Manufacturer	
Functional units	
Function score	
Risk score	
Maintenance score	

Purchase Info	
Arrival date	/ /
Installation date	/ /
Warranty date	/ /
Purchase price	\$
Replacement cost	\$

Life expectancy _____ yrs

PM schedule _____
(monthly, annual, etc.)

Work order # _____

Purchase order # _____

Incoming # _____

Comments _____

SAMPLE