

Equipment Asset Survey Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Describe one organization-owned equipment item that you are authorized to report. Every field is optional. Check the item where possible and say when information is unknown. Do not include passwords, software license keys, personal addresses or information stored on the device.

1. What organizational asset tag is shown on this item? Enter Not visible or No tag if appropriate.

2. What is the item? Give a short description, such as laptop, monitor or projector.

3. Where is the item currently located? Use the organization's site or location code, not a home address.

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4. Which team currently uses or holds the item? Use the agreed team name or code.

5. What condition have you personally observed?

- ☐ Appears to work as expected
- ☐ Works but has a problem
- ☐ Does not work
- ☐ I have not used or checked it
- ☐ Unable to assess

6. How is the item currently being used?

- ☐ In regular use
- ☐ Used occasionally
- ☐ Stored as a spare
- ☐ Awaiting repair
- ☐ Awaiting return or reassignment
- ☐ Another status
- ☐ Not sure

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7. What follow-up, if any, should the asset owner arrange for this item?
