

## **New Asset Form- Buildings Facilities & Assets Renewed, upgraded or new asset form.**

This form is to record the details of any new or upgraded assets that are installed within the City's building assets, to enable the database to be updated and to ensure that appropriate maintenance schedules are put in place.

Contractors - please return this form with your invoice and a copy of the user manual and warranty certificate if applicable.

### **Details of renewed, upgraded, or new asset**

Address or building name:	
Details about specific location of the asset, e.g. 1st floor men's toilet:	

### **Location of renewed, upgraded, or new asset**

What kind of asset has been installed?	
What is the make?	
What is the model number?	
What is the serial number?	
What is the date of manufacture?	
Any other information.	
What date was the asset purchased?	
Warranty period	
What date was the asset installed?	
What is covered by the warranty? e.g. parts, workmanship	
Supplier name, address & contact details:	
Name of company installed by:	

<b>Costs and lifecycle</b>	
What was the purchase cost of the asset including GST?	
What is the estimated lifecycle of this asset, given normal conditions?	

<b>Maintenance requirements</b>	
What is the manufacturer's recommended maintenance frequency? E.g. every 3 months, annually	
What is the scope of the recommended maintenance? e.g. clean panels, check valves	
Do the manufacturers recommend a particular maintenance contractor to carry out this work? If so, please provide details	

**Please return a completed copy of this form, along with any applicable additional information to us:**

<b>Additional database detail</b>	
Please confirm that you have attached the following where applicable:	
As designed or as constructed drawings	Copy of the manual and certifications
Photos of the installed asset	Any additional warranty details