



New Asset Form – Buildings Facilities and 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.

Please return this form with the 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 and contact details:					
Name of company installed by:					

Costs and lifecycle

What was the purchase cost of the asset including GST?					
What is the estimated lifecycle of this asset given normal conditions?					

Maintenance requirements

What is the manufacturer's recommended maintenance frequency? E.g every 3 months, annually?					
What is the estimated lifecycle of this asset given normal conditions?					
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 your contact at the City of Kalamunda.

Additional database detail

Please confirm that you have attached the following where applicable:

As designed or as constructed drawings					
Photos of the installed asset					
Copy of the manual and certifications					
Any additional warranty details					