

# Asset Capture Form 20140206

Date Equipment Accepted

**New Asset**   
(6-digit number from asset bar code label)

**Retired/Replaced Asset**   
(6-digit number from old asset bar code label)

Check One - if unsure what to use, ask your Supervisor or AD

New asset only

Retire existing asset and maintain retirement information

Replace existing asset to maintain functionality reference

Retire asset only - no replacement asset

**Instructions:**

1. Print legibly.
2. Slash zeroes (this is the letter O, this is a zero Ø).
3. If you have a question, check with your supervisor.
4. Complete all known information.
5. Return the completed form to your supervisor for their review.
6. Complete and attach "PM Capture" form(s) defining required preventive maintenance procedures if required.
7. If there is insufficient space to capture the information on this form attach a supplemental sheet.

**DO NOT send this form without your supervisor's signature indicating they have reviewed and agree to the submitted data - the form will be returned to your supervisor/AD if the data is wrong or missing.**

**Supervisor's Signature**

**Description**

**Manufacturer**  **Model#**  **Serial#**

**Equipment Category**  **Equipment SubCategory**  **Account**   
(Example: Sterilizer) (Example: Steam Sterilizer) (Example: HST75482470)

**Compliance Category**  Communication Systems, Departmental Support, Equipment Support, Infection Control, Life Safety, Life Support, Support of the Environment

**Site Code**  **Building#**  **Floor/Level/Area**   
(Example: MCR) (Example: 7549) (Example: 1st Floor)

**Location Description**  
  
(Example: Rm 1014)

**Skill**  **Shop#**   
(Example: Electrician) (Example: 322)

Joint Commission regulated room/area/equipment?

High Level Disinfectant (HLD) room/area?  Check all that apply

Protective Environment (PE) room/area?

Airborne Infection Isolation (AII) room/area?

AAALAC regulated room/area/equipment?

**User Defined Fields:**

Field1 <input style="width: 300px; height: 20px;" type="text"/>	Field6 <input style="width: 300px; height: 20px;" type="text"/>
Field2 <input style="width: 300px; height: 20px;" type="text"/>	Field7 <input style="width: 300px; height: 20px;" type="text"/>
Field3 <input style="width: 300px; height: 20px;" type="text"/>	Field8 <input style="width: 300px; height: 20px;" type="text"/>
Field4 <input style="width: 300px; height: 20px;" type="text"/>	Field9 <input style="width: 300px; height: 20px;" type="text"/>
Field5 <input style="width: 300px; height: 20px;" type="text"/>	Field10 <input style="width: 300px; height: 20px;" type="text"/>

**Preventive Maintenance (PM) Data (complete if not submitting separate PM Capture Form)**

**Duplicate PMs of Asset#**  (Asset Number of equipment whose PMs should be duplicated for this asset; i.e., have the same tasks and frequency types.)

For the PM Frequency types that apply, enter the first schedule date for that PM frequency type	Weekly	Monthly	Quarterly	Semi-Annual	Annual
Enter the name of the resource that is to perform the PM	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

**Warranty Company**  **Warranty End Date**  **Original Cost**   
(required for items costing \$5,000 or more) ↑