**Instructions:**

1. Print legibly.
2. Slash zeroes (this is the letter 0, 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 - it will be returned!**

Manager’s/Supervisor’s Signature

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**Description**

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**Manufacturer**

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**Model#**

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**Serial#**

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**Equipment Category**

---

**Equipment SubCategory**

---

**Account**

---

**Compliance Category**

---


**Site Code**

---

**Building#**

---

**Floor/Level/Area**

---

**Location Description**

---

**Skill**

---

**Shop#**

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**User Defined Fields:**

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

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**Duplicate PMs of Asset#**

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**Warranty Information:**

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