FacilityOptix
FACILITIES MANAGEMENT

Asset register template

What you have, where it is, and what happens if it fails. Everything else depends on this.

Locate assets to a room or plant area, not to a building — a register that says 'Block C' sends an engineer wandering. Judge criticality by what actually happens when the asset fails, rather than inheriting a grade from somewhere else.

SITE / ESTATE | BUILDING | COMPILED BY

DATE | REVISION | SHEET __ OF __

ASSETS

Reference — description — make / model — serial — exact location.

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

Ref — description — make / model — serial — location

CRITICALITY AND REGIME

One row per asset above. Criticality is your own judgement about what failure costs you.

	CRITICAL	IMPORTANT	ROUTINE
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

REGIME AND DATES

Where the frequency comes from matters more than what it is.

Ref — maintenance regime — source of frequency — last attended — next due

Ref — maintenance regime — source of frequency — last attended — next due

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Ref — maintenance regime — source of frequency — last attended — next due

Ref — maintenance regime — source of frequency — last attended — next due

Ref — maintenance regime — source of frequency — last attended — next due

Ref — maintenance regime — source of frequency — last attended — next due

STATUTORY OBLIGATIONS ATTACHING

Tick where an obligation attaches to an asset above, and record it on the statutory compliance checklist.

	APPLIES	N/A
Lifting equipment — thorough examination	☐	☐
Pressure system — written scheme	☐	☐
Electrical installation — periodic inspection	☐	☐
Gas appliance or installation	☐	☐
Water system — hygiene monitoring	☐	☐
Fire safety equipment	☐	☐
Local exhaust ventilation	☐	☐
Emergency or standby power	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

NOTES — THE THINGS THAT ARE ONLY IN SOMEBODY'S HEAD

The valve that must be closed in a particular order. The unit that was never quite commissioned. This is what a handover loses.

REGISTER CONTROL

COMPILED BY

DATE

VERIFIED ON SITE BY

DATE

NEXT REVIEW

HELD AT

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