

Asset Maintenance & Repair Tracker

Asset Information

Asset Name	Laptop - Dell XPS 13	Asset Category	IT Equipment
Asset ID	IT-2022-058	Location	Office 3B
Date of Purchase	2022-04-15	Assigned To	John Doe

Maintenance & Repair Log

Date	Type	Description	Service Provider	Status	Cost
2024-01-12	Maintenance	Annual internal cleaning and OS update	IT Department	Completed	\$40
2024-03-08	Repair	Replaced keyboard due to malfunction	Dell Service Center	Completed	\$120
2024-06-25	Maintenance	Battery health check	IT Department	Scheduled	--

Summary

Total Maintenance Events	2	Total Repair Events	1
Total Maintenance Cost	\$40	Total Repair Cost	\$120

Important Notes

- Regularly update the tracker to reflect completed and scheduled maintenance or repairs.
- Documenting maintenance history helps in warranty claims and helps reduce downtime.
- Ensure all costs are recorded for better budget forecasting.
- Include details of external service providers for easy future reference.
- Keep asset assignment information current to improve accountability.