

Asset Service History Record

Asset Details

Asset Name	_____	Asset ID	_____
Category	_____	Location	_____
Manufacturer	_____	Model	_____
Date Acquired	_____	Serial Number	_____

Service History

Date	Service Description	Performed By	Service Type	Comments
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Next Scheduled Service

Date	_____
Service Details	_____

Important Notes

- Maintain this record for the entire life cycle of each asset.
- Ensure all services, inspections, and repairs are promptly documented.
- Accurate records support warranty claims and compliance audits.
- Review service history before asset disposal or reassignment.
- Attach supporting documents (invoices, inspection reports) when available.