

Redeployed Asset Condition Assessment Report

1. Asset Details

Asset Name	HP ProDesk 400 G6 Desktop
Asset ID / Tag	IT-003452
Manufacturer	HP
Model	ProDesk 400 G6
Serial Number	6EM482JHD5
Original Location	Branch Office - West Wing
New Location	Main Office - Floor 2
Date of Assessment	2024-06-20
Assessed By	Jane Doe

2. Physical Condition

Component	Status	Remarks
Chassis	Good	Minor scratches on left panel
Power Supply	Good	No issues found
Hard Drive	Good	Tested and verified
RAM	Good	8GB, passes diagnostics
Monitor	Fair	Tiny blemish, top-right corner
Keyboard/Mouse	Good	Cleaned, functioning

3. Functional Assessment

Test / Check	Result
Boot Test	Pass
OS Reimaged	Complete
All drivers updated	Confirmed
Peripheral connectivity	No Issues
Network connectivity	Working

4. Recommendation & Next Steps

- Asset is suitable for redeployment to the specified new location.
- Recommend periodic cleaning of monitor to reduce blemish visibility.
- Update asset records to reflect current location and condition.

5. Assessor Signature

Name	Jane Doe
Date	2024-06-20
Signature	_____

Important Notes

- This report documents asset state at the time of assessment only.
- Any physical or software issues arising after redeployment are subject to new evaluation.
- Report must be attached to asset file for future reference and audits.
- Accuracy of information is dependent on the thoroughness of the assessment conducted.