

Physical Asset Catalog

Reference No.: PA-2024-001
Date: 2024-06-24

1. Catalog Overview

Department: Facilities Management
Prepared by: John Smith
Location: Main Office, Building A

2. Asset List

Asset ID	Asset Name	Category	Location	Acq. Date	Condition	Owner	Remarks
A-1001	Laptop Dell XPS 15	IT Equipment	Room 302	2022-01-18	Good	IT Department	Assigned to Jane Doe
A-1002	Office Desk (Model A)	Furniture	Room 105	2021-07-12	Fair	Admin Team	Requires minor repairs
A-1003	Projector Epson EB-X41	AV Equipment	Meeting Room 2	2023-03-05	Excellent	Facilities	Under warranty
A-1004	Fire Extinguisher 9L	Safety	Lobby	2023-11-15	New	Facilities	Next inspection: 2025-11

3. Important Notes

- Maintain accurate and up-to-date records for all physical assets.
- Ensure asset movements and disposals are properly documented.
- Conduct periodic audits and physical checks for verification.
- Assign asset ownership and responsibility to specific persons or teams.
- Protect sensitive information related to asset locations and security.