

Monthly Asset Efficiency Tracking Format

Report Details

Month	_____	Prepared By	_____
Department	_____	Date	_____

Asset Efficiency Table

Asset ID	Asset Name / Description	Location	Uptime %	Downtime Hours	Utilization (%)	Comments / Actions
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Summary & Observations

Total Assets Tracked	_____
Average Uptime (%)	_____
Key Issues Identified	_____

Important Notes:

- This document helps monitor asset performance and identify underutilized or problematic assets.
- Data accuracy is critical for meaningful analysis and decision-making.
- Consistent monthly updates support timely maintenance and capital planning.
- Include all owned and leased assets relevant to your department or facility.
- Action items and follow-up should be tracked in the Comments / Actions column.