

Standard Asset Utilization Report

Date: 2024-06-07

Report Period: 2024-05-01 to 2024-05-31

Prepared By: John Smith

Department: Facilities Management

1. Executive Summary

This report provides an overview of asset utilization for the month of May 2024, highlighting key metrics, underutilized assets, and recommendations for improved efficiency.

2. Asset Utilization Summary

Asset ID	Description	Location	Total Available Hours	Hours Utilized	Utilization Rate (%)	Status
EQ-0021	Forklift A	Warehouse 1	176	155	88.1	Normal
EQ-0147	Conveyor Belt	Plant 2	176	120	68.2	Underutilized
VEH-0903	Delivery Truck	Logistics Yard	200	190	95.0	Normal

3. Underutilized Assets

Asset ID	Description	Utilization Rate (%)	Recommended Action
EQ-0147	Conveyor Belt	68.2	Assess demand, consider reallocation or maintenance

4. Recommendations

- Monitor asset EQ-0147 for potential redeployment or scheduled downtime.
- Continue tracking utilization rates monthly to identify long-term trends.
- Provide utilization training to department heads as needed.

Important Notes:

- Asset Utilization Reports help identify efficiency gaps and support informed decision-making.
- Data accuracy depends on proper recording of asset usage hours.
- Review and update the report format as operational needs evolve.
- Follow company data privacy and asset management policies when distributing the report.