Asset Register for Property: Fixed Asset Management

Property Name: _____

#	Asset Description	Asset ID / Tag	Location	Category	Date Acquired	Cost (USD)	Current Condition	Custodian	Useful Life (Years)	Remarks
1	Laptop - Dell Inspiron 15	AS1001	Office 2, Desk B1	IT Equipment	2022-04-12	850	Good	Jane Doe	5	Annual inspection due
2	Air Conditioner - Daikin Split	AS1002	Meeting Room 1	HVAC	2021-08-06	1200	Fair	Facilities	10	Filter needs cleaning
3	Projector - Epson EB-X05	AS1003	Conference Hall	Audio Visual	2020-11-20	530	Good	IT Support	6	
4	Office Chair - Ergonomic	AS1004	Office 1, Desk A3	Furniture	2022-01-15	120	Good	John Smith	8	Recently replaced

Important Notes:

- Regular updates to the asset register are necessary for accurate recordkeeping.
- Always note the asset's current condition and location at every inspection.
- Asset IDs or tags should be unique for traceability and audit purposes.
- The register helps with financial planning, insurance, and compliance requirements.
- Disposal, transfer, or major repairs of assets must be well-documented in this register.