

## Asset Register for Property

Asset ID	Description	Location	Date Acquired	Supplier / Manufacturer	Cost	Condition	Serial Number	Notes
PRP-001	Air Conditioner, 1.5 Ton	Room 101	2022-06-21	CoolAir Ltd.	\$500.00	Good	AC20220621	Annual maintenance due
PRP-002	Office Desk, Wooden	Room 103	2021-11-03	FurnitureCo	\$180.00	Excellent	FDWK-1103	
PRP-003	Fire Extinguisher	Lobby	2024-01-15	SafeFirst	\$70.00	New	FX-240115	Expiry: Jan 2029
PRP-004	Wall Clock	Conference Room	2020-09-07	TimeCraft	\$25.00	Fair	WC-20200907	Requires battery replacement
PRP-005	LED Panel Light	Main Hall	2023-02-28	BrightLite	\$60.00	Good	LED-BL2023	

- This register should be periodically updated to accurately reflect current property assets.
- Ensure all assets are tagged and labeled for easy identification and tracking.
- Condition and notes columns help schedule timely repairs and replacements.
- Proper documentation aids in insurance claims and audit processes.
- Keep supporting proof of purchase and warranties where possible.