



Equipment Inventory Template

One record per unit. Track identity, location, custodian, condition, and service schedule.

FREE TEMPLATE

Company: _____
Prepared by: _____
Date: _____

1. One row per unit

Never group identical units on a single line. Two laptops mean two rows.

2. Fill every column

A blank custodian or location is the field that breaks accountability first.

3. Use the fixed values

Pick Condition and Status from the lists below so filters and counts stay clean.

4. Update on the event

Transfers, repairs, purchases, and disposals get recorded the day they happen.

Equipment Register

Sample records. Replace with your own units and add rows as needed.

ASSET ID	EQUIPMENT NAME	CATEGORY	SERIAL NUMBER	LOCATION	CUSTODIAN	CONDITION	STATUS	NEXT MAINTENANCE
GEN-WH1-001	Diesel generator 15kVA	Machinery	SN-4471822	Warehouse 1, Cavite	Facilities team	Good	In use	2026-11-10
VEH-MNL-004	Delivery van	Vehicle	SN-VN90233	Manila depot	R. Santos	Good	In use	2026-10-02
ITL-HO-118	Laptop 14 inch	IT device	SN-LP771204	Head office, 5F	M. Cruz	Good	In use	Not applicable
CMP-WH2-007	Air compressor	Machinery	SN-AC33019	Warehouse 2, Laguna	Maintenance team	Needs repair	Under repair	2026-09-28

CATEGORY VALUES

Machinery, Tool, Vehicle, IT device, Lab equipment, Office equipment

CONDITION VALUES

New, Good, Needs repair, Unserviceable

STATUS VALUES

In use, In storage, Under repair, Disposed

Three rules that keep this file alive

- 1. One named owner. Name one person accountable for the file, not a team. A shared file with no owner is a file nobody updates.
- 2. A fixed update rhythm. Set a cadence such as monthly, then add event triggers for transfers, repairs, new purchases, and disposals.
- 3. A status history. Keep a movement log on a second sheet. A file that shows only today cannot explain when a unit went missing.

Two fields people get wrong

Condition is not Status. Condition answers whether the unit works. Status answers where it sits in the workflow. A forklift can be In use and still Needs repair, so keep both columns.

Asset ID needs one format. Use a category prefix, a site code, then a sequence number, as in GEN-WH1-001. Every other record links back to this code.