

FACILITY INVENTORY CHART

Commercial Asset & Supply Management

Reference ID: FAC-2024-001

Building / Wing: Main Plaza - South

Inspector: _____

Audit Date: ____/____/202__

REF	ITEM DESCRIPTION	UNIT/QTY	CONDITION	VERIFIED	NOTES / MAINTENANCE REQUIREMENTS
1.0 MECHANICAL & HVAC SYSTEMS					
1.1	Air Handling Units (AHU-01)	2 Units	Operational		Filter replacement scheduled for Q3
1.2	Thermostat Controllers	12 Units	Good		Calibration check required in Room 402
2.0 SAFETY & FIRE SUPPRESSION					
2.1	Fire Extinguishers (ABC Dry)	15 Units	Inspected		Tags expire 12/2024
2.2	Emergency Exit Signage (LED)	8 Units	Good		Battery backup test passed
3.0 FURNITURE & INTERIOR FIXTURES					
3.1	Ergonomic Task Chairs	45 Units	Fair		3 units require caster replacement
3.2	Modular Workstations	22 Units	Good		Cable management covers missing on 2 units
4.0 LIGHTING & ELECTRICAL					

REF	ITEM DESCRIPTION	UNIT/QTY	CONDITION	VERIFIED	NOTES / MAINTENANCE REQUIREMENTS
4.1	Recessed LED Panels	60 Units	Good		<i>1 panel flickering in North Hallway</i>
4.2	Motion Sensors	10 Units	Operational		<i>Adjust sensitivity in conference room</i>

Facility Manager Signature:
Date of Next Scheduled Audit: