«barcode» «name»

Initial when complete:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Barcode | Value | Replacement Cost | Serial # | Model | Location |
|  | «barcode» | «value» | «replacement\_cost» | «serial\_number» | «model» | «asset\_number» |
| Update: |  |  |  |  |  |  |

**Description:**

«description»

**Visual condition:**

Excellent Good Fair Poor| **Notes:**

**Components:**

«instructions»

**Physical Checklist:**

☐ Barcode labels on all components

☐ Electronic components turn on and cables connect

☐ Cleaned all components and inside of bag(s)

☐ Kit pics and manuals are up to date and in good condition

☐ Cables wrapped with ties/Velcro

**Survey:**

If in bag, how well does this bag fit? (0-10)

How easy was it to understand the components and features field? (0-10)

☐ Does it need a kit pic or quickstart guide, or an update to either? Update notes below.

**Maintenance Performed/Tickets Needed:**