

Asset Health Manual

1. Introduction

This manual provides guidelines for monitoring, maintaining, and managing asset health within the organization.

2. Asset Classification

- IT Equipment (laptops, servers, routers)
- Machinery and Tools
- Infrastructure (buildings, utilities)
- Vehicles and Mobile Assets

3. Inspection and Monitoring

- Schedule regular inspections
- Monitor key health indicators (performance, temperature, wear)
- Use asset management software for tracking
- Record anomalies and schedule maintenance

4. Preventive Maintenance

- Define maintenance schedules per asset type
- Replace parts based on usage thresholds
- Log all maintenance activities
- Ensure technician certifications are up to date

5. Reporting and Documentation

- Maintain asset logs and service history

- Generate monthly and annual health reports
- Review reports with asset managers
- Ensure compliance with industry standards

6. Contact and Support

For support, contact the Asset Management team at assetsupport@company.com or extension 5678.