Instructions:
1. Print legibly.
2. Slash zeroes (this is the letter 0, this is a zero Ø).
3. If you have a question, check with your supervisor.
4. Complete all known information.
5. Return the completed form to your supervisor for their review.
6. Complete and attach "PM Capture" form(s) defining required preventive maintenance procedures if required.
7. If there is insufficient space to capture the information on this form attach a supplemental sheet.

DO NOT send this form without your supervisor’s signature indicating they have reviewed and agree to the submitted data - the form will be returned to your supervisor/AD if the data is wrong or missing.

Supervisor’s Signature

User Defined Fields:
Field1
Field2
Field3
Field4
Field5
Field6
Field7
Field8
Field9
Field10

Preventive Maintenance (PM) Data (complete if not submitting separate PM Capture Form)

For the PM Frequency types that apply, enter the first schedule date for that PM frequency type:
Weekly
Monthly
Quarterly
Semi-Annual
Annual

Enter the name of the resource that is to perform the PM

Warranty Company

Warranty End Date

Original Cost

(6-digit number from asset bar code label)