**4. Know Your Equipment**

Use this form to document information about your critical non-IT equipment.

*Last Updated: Click or tap here to enter text.*

*Next Update: Click or tap here to enter text.*

Item: *Click or tap here to enter text.*

Related business function name(s): *Click or tap here to enter text.*

Brief description of item: *Click or tap here to enter text.*

Manufacturer: *Click or tap here to enter text.*

Model No: *Click or tap here to enter text.*

Serial No: *Click or tap here to enter text.*

Asset tag No: *Click or tap here to enter text.*

Quantity: *Click or tap here to enter text.*

Purchase/lease date: *Click or tap here to enter text.*

Purchased/leased new or used: *Click or tap here to enter text.*

Price paid: *Click or tap here to enter text.*

Physical location within facility: *Click or tap here to enter text.*

Is this equipment replaceable? *Click or tap here to enter text.*

If so, how long to become functional? *Click or tap here to enter text.*

If not replaceable, what are your options? *Click or tap here to enter text.*

Are there spare parts available? *Click or tap here to enter text.* If so, explain.

*Click or tap here to enter text.*

Is vendor/manufacturer installation required? *Click or tap here to enter text.*

Primary supplier/vendor: *Click or tap here to enter text.*

Alternate supplier/vendor: *Click or tap here to enter text.*

Order time for replacement: *Click or tap here to enter text.*

Warranty or service contract info: *Click or tap here to enter text.*

(Attach photos)

Notes:*Click or tap here to enter text.*