Building Equipment Inventory
Worksheet

This worksheet helps you track critical building equipment. It should be updated at least once a year and when new equipment is installed or purchased. In a disaster you will use this to quickly order or repair damaged equipment.

Equipment item			
Location of equipment			
Manufacturer			
Manufacturer website		Manufacturer phone	
Serial No.		Pre-event condition		Unit age	
☐ Under warranty	Warranty exp. date		Backup units	
Photo before disaster			
Photo after disaster			