

MAINTENANCE LOG

REFERENCE NO. 1109.1

Name of Facility: _____

Month: _____

Item #	Acquisition date	Description of Item	Model#	Serial #	Grant Tag #	Condition	Date Inspected	Notes*	Initials
EX	1-Mar-15	DLX Tent	ASAP-18	1234567890	00025	4	20250515	Passed visual inspection	JH
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Condition of Property Legend:

- 1 Excellent-new or unused
- 4 Usable-can be used without significant repair
- 7 Repairable-can be economically repaired
- X Salvage- some value but repair is impractical
- S Scrap-no value

Notes:

- Passed visual inspection
- Passed visual and mechanical inspection
- Failed visual and mechanical inspection
- Failed visual inspection only
- Failed mechanical inspection only
- Other issue: *(Briefly Describe)*

I certify the above equipment was inspected following manufacturers guidelines and is in the condition stated above.

Name of Emergency Management Officer

Date reviewed