SDC Equipment Register and Maintenance Log

Form 208

Version Template

Note:

- BC Manager is responsible for scheduling maintenance in accordance with maintenance cycle, with the exception of vehicles, which are the responsibility of the BC Officer.
- BC Manager responsible for updating service date on return of equipment from servicing.
- BC Officers have responsibility for equipment not having a scheduled maintenance cycle, are to report any damage or suspected inaccuracy to the BC Manager.
- Moisture meter recalibration to: rob.mcgregor@paradise.net.nz
  NZ Moisture Meters
  90A Burwood Road
  Christchurch
  Ph 021 334469

Bld No	Equipment Description	Date of Purchase	BC Officer & Date	Life Cycle	Maint Cycle	Date of Check
	Vehicle			? year	10k km	
	PC / Laptop (tablets 1/7/07)			3 year	N/a	
	Mobile phone (Nokia)			3 year	N/a	
	Moisture meter (probe type)			4 year	1 yearly	
	Digital camera (Olympus)			4 year	1 yearly	
N/a	Ladder (folding type)			4 year	1 yearly	
N/a	Foundation testing rod			N/a	N/a	
N/a	Drainage level			4 year	1 year	
N/a	Torch			4 year	1 year	
N/a	Measuring tape (retractable)			1 year	1 year	
N/a	Screwdriver (multi-head)			N/a	N/a	
N/a	Mirror (retractable/swivel head)			N/a	N/a	
N/a	Thermometer			N/a	N/a	
N/a	Safety hat (2 year replacement)			2 year	2 year	
N/a	Fire extinguisher (annual check)			N/a	1 year	
Bld No	**Equipment Description**	**Date of Purchase**	**BC Officer & Date**	**Life Cycle**	**Maint Check**	**Date of Check**