

Plant & Equipment *Asset Audits*

A professional audit service providing key information for Asset Inventories or Planned Maintenance Schedules



mass' Asset Audit provides a comprehensive survey of plant or furniture and equipment assets. **mass** is able to offer a competitive, efficient and friendly service. Our surveyors are familiar with working in sensitive client areas and maintain a professional approach at all times.

Data can be collected in formats compatible with most facilities management software including Archibus, Genesys Evolution, CAM Explorer, etc.

Standards
Prior to commencement of the survey, comprehensive standards are agreed with the client. These standards include naming conventions, a furniture and equipment coding convention, and identification of the asset details to be collected.



Disposals/Acquisitions

It will be important to agree a Disposals and Acquisitions Policy, to ensure that items are controlled in the future.

Methodology

The Asset Audit follows a pre-defined methodology including:-

- Creation of plant or furniture and equipment catalogues
- Data collection using pro-formas or electronic data loggers
- Review and consolidation of the collected data
- Uploading the data in to a specified database

Benefits

- Efficient handling of moves and changes within the organisation
- Easy identification and monitoring of company property
- Fixed asset valuation and depreciation
- Budgeting for replacement cycles
- Basis for monitoring PAT Testing

Normal Data Collection Fields for an Asset Audit

- Building
- Floor
- Room
- Barcode Number
- Furniture/Equipment
- Type
- Serial number

Data Presentation

All data can be input into a neutral database such as Access or entered into **Mass'** own analytical software package—ESTATEManager or another proprietary database.

To find out how **mass** can help you, or to make a general enquiry, please contact us on 01344 304000 or email info@mass-services.com

