**Asset Management Form**

**MEALS EQUIPMENT / OTHER EQUIPMENT INVENTORY LISTING**

 **NAME OF FACILITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SENIOR CENTER ADMINISTRATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_MONITOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INVENTORY TAKEN BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BI-ANNUAL OR ANNUAL INVENTORY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Kitchen Equipment** | **Purchase Date** | **Purchase Amount****(original)** | **Serial Number** | **Senior Center Tag Number** | **Condition Good, fair, poor** | **Meets the Need of the Center** | **Meet****Safety Standards (yes or no)** | **Replacement Recommended** | **Comments** |
| Stoves  |  |  |  |  |  |  |  |  |  |
| 6 Burner Gas Range w\Griddle\Broiler 2 ovens |  |  |  |  |  |  |  |  |  |
| 10 Burner Gas Range w 2 ovens |  |  |  |  |  |  |  |  |  |
| 6 Burner Gas Range \2 Ovens |  |  |  |  |  |  |  |  |  |
| 4 Burner Gas Range 1 Oven |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Microwave Ovens |  |  |  |  |  |  |  |  |  |
| Commercial size Microwave Oven (Heavy Duty) |  |  |  |  |  |  |  |  |  |
| Commercial size Microwave Oven (single oven) |  |  |  |  |  |  |  |  |  |
| Conveyor Toaster |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Convection Ovens |  |  |  |  |  |  |  |  |  |
| Convection Oven Single Deck |  |  |  |  |  |  |  |  |  |
| Convection Oven Double Decker |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Fryers |  |  |  |  |  |  |  |  |  |
| Gas Fryer |  |  |  |  |  |  |  |  |  |
| Counter Top Gas Griddle |  |  |  |  |  |  |  |  |  |
| Electric Fryer |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Hood Exhaust System** |  |  |  |  |  |  |  |  |  |
| 60” Chimney Wall Range Hood |  |  |  |  |  |  |  |  |  |
| 48” Chimney Wall Range Hood |  |  |  |  |  |  |  |  |  |
| 30” Chimney Wall Range Hood |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Commercial Dishwasher |  |  |  |  |  |  |  |  |  |
| Door type Dishwasher |  |  |  |  |  |  |  |  |  |
| Conveyor Type Dishwasher |  |  |  |  |  |  |  |  |  |
| Under-Counter Dishwasher |  |  |  |  |  |  |  |  |  |

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| **Kitchen Equipment** | **Purchase Date** | **Purchase Amount****(original)** | **Serial Number** | **Senior Center Tag Number** | **Condition** | **Meets the Need of the Center** | **Meet****Safety Standards (yes or no)** | **Replacement Recommended** | **Comments** |
| Ice Machines |  |  |  |  |  |  |  |  |  |
| Under the Counter Ice Machine |  |  |  |  |  |  |  |  |  |
| Ice machine –With Ice Bin |  |  |  |  |  |  |  |  |  |
| Ice Machine – Water Filter System |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Commercial Dishwasher Exhaust Hood |  |  |  |  |  |  |  |  |  |
| Exhaust Hood 36 X 48 X20 |  |  |  |  |  |  |  |  |  |
| Commercial Wall Mount 36” |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Steamers |  |  |  |  |  |  |  |  |  |
| Electric Tilt Skillet (20 gallon) |  |  |  |  |  |  |  |  |  |
| Tilt Skillet electric (40 gallon) |  |  |  |  |  |  |  |  |  |
| Steam Jacketed Kettle (12 gallon) |  |  |  |  |  |  |  |  |  |
| Steam Jacketed Kettle (Standalone) |  |  |  |  |  |  |  |  |  |
| Electric Tilt Skillet 5 Quart |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Hot Food Table |  |  |  |  |  |  |  |  |  |
| 3 Well Hot Food Table w\Spillage Pans w No Sneeze guards |  |  |  |  |  |  |  |  |  |
| 4 Well Hot Food Table w\Spillage Pans w\Sneeze Guard |  |  |  |  |  |  |  |  |  |
| 5 Well Hot Food Table w\Spillage Pans and Sneeze guard |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Insulated\Uninsulated Hot Holding Cabinets |  |  |  |  |  |  |  |  |  |
| Insulated Hot Holding Cabinets |  |  |  |  |  |  |  |  |  |
| Meal\Transport Utility Cabinets |  |  |  |  |  |  |  |  |  |
| Proofing Cabinets |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Mixers |  |  |  |  |  |  |  |  |  |
| 10 qt. Counter Countertop Mixer (safety guard attached)  |  |  |  |  |  |  |  |  |  |
| 25 qt. Counter Countertop Mixer (safety guard attached) |  |  |  |  |  |  |  |  |  |
| 40 qt. 3 Speed Floor Mixer (safety guard attached) |  |  |  |  |  |  |  |  |  |
| Kitchen Aide 5 Quart |  |  |  |  |  |  |  |  |  |
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| **Kitchen Equipment** | **Purchase Date** | **Purchase Amount****(original)** | **Serial Number** | **Senior Center Tag Number** | **Condition** | **Meets the Need of the Center** | **Meet****Safety Standards (yes or no)** | **Replacement Recommended** | **Comments** |
| Mixer Attachments |  |  |  |  |  |  |  |  |  |
| Disk Holder Assembly |  |  |  |  |  |  |  |  |  |
| Meat Chopper Attachments |  |  |  |  |  |  |  |  |  |
| Vegetable Shredder  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Meat Slicers |  |  |  |  |  |  |  |  |  |
| Automatic 12’ Meat Slicer  |  |  |  |  |  |  |  |  |  |
| Manual Slicer 12” |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Kitchen Tools\Equipment |  |  |  |  |  |  |  |  |  |
| Kitchen Cooking Aides |  |  |  |  |  |  |  |  |  |
| Buffalo Chopper (food cutter) |  |  |  |  |  |  |  |  |  |
| Food Processor Meat Grinders |  |  |  |  |  |  |  |  |  |
| Garbage Disposer 1 hp |  |  |  |  |  |  |  |  |  |
| Garbage Disposer 2 hp |  |  |  |  |  |  |  |  |  |
| Garbage Disposer 3 hp |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Reach-In-Coolers\Freezers  |  |  |  |  |  |  |  |  |  |
| Bottom Mount Reach-In cooler 24 CF (2 shelves) |  |  |  |  |  |  |  |  |  |
| Bottom Mount Reach-In cooler (4 sections) |  |  |  |  |  |  |  |  |  |
| Bottom Mount Reach-In cooler (6 sections) |  |  |  |  |  |  |  |  |  |
| REACH IN FREEZER\49 Cubic Feet 2 Door Reach In Freezer.docx |  |  |  |  |  |  |  |  |  |
| REACH IN FREEZER\72 cu ft 3 Door Reach In Freezer.docx |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Chest Freezers |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (60 Cu FT) |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (19 Cu FT) |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (10Cu FT) |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (7 Cu FT) |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (5Cu FT) |  |  |  |  |  |  |  |  |  |
| (White) Chest Freezer (4Cu FT) |  |  |  |  |  |  |  |  |  |
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| Walk-In-Freezers\Coolers |  |  |  |  |  |  |  |  |  |
| Combination Walk-In-Cooler\Freezer  |  |  |  |  |  |  |  |  |  |
| Milk Cooler |  |  |  |  |  |  |  |  |  |
| Walk-In cooler (6'X8')  |  |  |  |  |  |  |  |  |  |
| Walk-In cooler (8'X10') |  |  |  |  |  |  |  |  |  |
| Walk-In freezer (6'X6') |  |  |  |  |  |  |  |  |  |
| Walk-In freezer (8'X10') |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 3 Compartment Sinks |  |  |  |  |  |  |  |  |  |
| 3 Compartment Sink right drain w\Pre Rinse Units |  |  |  |  |  |  |  |  |  |
| 3 Compartment Sink left drain w\Pre Rinse Units |  |  |  |  |  |  |  |  |  |
| 3 Compartment Sink double drain w\Pre Rinse Units |  |  |  |  |  |  |  |  |  |
| Faucets |  |  |  |  |  |  |  |  |  |
| Kitchen Hand Washing Sink  |  |  |  |  |  |  |  |  |  |
| Vegetable 2 Compartment Sink w\exposed Air Drain  |  |  |  |  |  |  |  |  |  |