SITE survey. APP

SITE SURVEY REPORT

Asset Register Survey

Prepared for	Hollins Park College
Date	23 Sep 2026
Site	Hollins Park College, Derby
Prepared by	L. Carter

FORM

Asset Register Survey

1. Survey details

Project	Hollins Park College, Derby: Block B asset register update (completed example)
Survey reference	ARS-0931
Property and floor	Hollins Park College, Derby. Block B, ground floor
Client	Hollins Park College
Date of survey	23 Sep 2026
Surveyor name and role	L. Carter, asset surveyor, Elmfield Facilities Ltd
Type of survey	Update of an existing register
Date of the register you are checking against	14 Oct 2025

> Update. Check each asset against its existing entry. Record anything added, moved, disposed of or not found in section 5.

Asset groups in scope	Furniture, IT and workstation equipment, Displays and AV, Mechanical and electrical plant
Are items issued to staff (laptops, phones) left out?	Yes
Which register holds them?	College IT asset list, kept by the IT team
Condition scale used	A to D, with priority 1 to 4

2. Area and access

Building	Block B
Floor	Ground
Room or area	Staff workroom B12, classroom B14, cleaner's cupboard B and the Block B flat roof
Type of area	Open plan office
Were all areas in scope surveyed?	No
Which areas were not surveyed, and why?	Comms room B03 locked and no key on the day. Booked for 7 October.

3. Asset records

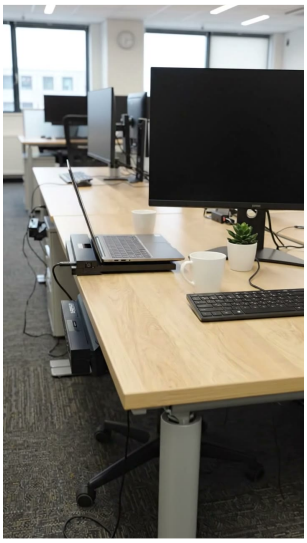
Assets by room or area 1: Staff workroom B12

Room or area	Staff workroom B12

Assets in this room 1: Workstation equipment

Which is closest to this asset?	Workstation equipment
What is it?	Bench desk with 24 inch monitor and USB-C dock
How many, if identical	12
Position in the room	Two banks of six
Asset tag	Tag found
Tag number or range	HPC-04110 to HPC-04121
Can the maker's label be read?	Yes
Make and model	Desks 1600 x 800, monitors 24 inch, USB-C docks
Serial number	Recorded per item on the tag list
Install year	2022
Expected life (years)	8
Where is the install year from?	Client's records
Age (years)	4
Calculated remaining life (years)	4
Share of expected life remaining (%)	50
Condition	A: good, performing as intended
Is it in warranty?	Yes
Warranty end date	31 Aug 2027
Is any action needed?	No

Photos of the asset and its label



Notes	Laptops on the desks are issued to staff, so left out.
This room or area: assets recorded	12
This room or area: tagged, from the asset records	12
This room or area: condition A	12
This room or area: condition B	0
This room or area: condition C	0
This room or area: condition D	0
This room or area: at or past expected life	0
This room or area: two years or less of life left	0
This room or area: priority 1 actions	0

Assets by room or area 2: Classroom B14

Room or area	Classroom B14

Assets in this room 1: Display or AV

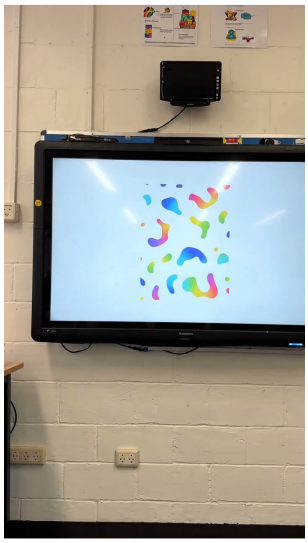
Which is closest to this asset?	Display or AV
What is it?	Interactive display, 75 inch, wall mounted, with soundbar
How many, if identical	1
Position in the room	Front wall

Asset tag	Tag found
Tag number or range	HPC-03087
Can the maker's label be read?	No
What stopped you reading it?	Maker's label is on the back and the display is wall mounted
Install year	2021
Expected life (years)	7
Where is the install year from?	Earlier register
Age (years)	5
Calculated remaining life (years)	2
Share of expected life remaining (%)	29

> Two years or less of expected life remain. Consider this asset when the replacement budget is set.

Condition	B: satisfactory, minor deterioration
What deterioration or defect can you see?	Light scratches on the glass along the lower edge. Pen tray loose on one side.
Your assessed remaining life (years)	4
Is it in warranty?	No
Is any action needed?	Yes
What needs doing?	Refix the pen tray at the next visit. Budget to replace the display around 2030.
Priority	3, desirable: 3 to 5 years

Photos of the asset and its label



This room or area: assets recorded	1
This room or area: tagged, from the asset records	1
This room or area: condition A	0
This room or area: condition B	1
This room or area: condition C	0
This room or area: condition D	0
This room or area: at or past expected life	0
This room or area: two years or less of life left	1
This room or area: priority 1 actions	0

Assets by room or area 3: Cleaner's cupboard B

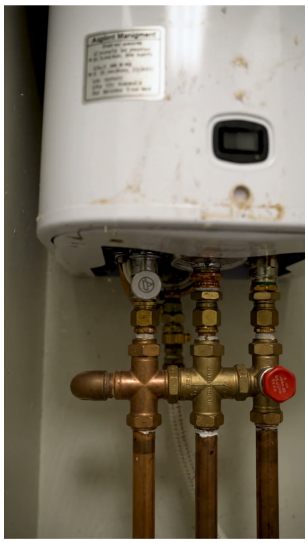
Room or area	Cleaner's cupboard B

Assets in this room 1: Plant

Which is closest to this asset?	Plant
What is it?	Unvented water heater, 30 litre, wall hung
How many, if identical	1
Position in the room	Back wall
Asset tag	No tag, new tag fitted

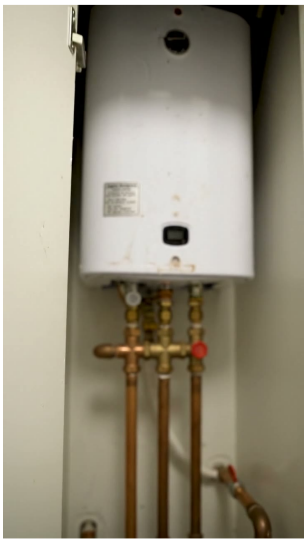
Tag number or range	HPC-04122
Can the maker's label be read?	Yes
Make and model	ExampleCo Heating UV30
Serial number	TL30-1806-2231
Install year	2018
Expected life (years)	12
Where is the install year from?	Label on the asset
Age (years)	8
Calculated remaining life (years)	4
Share of expected life remaining (%)	33
Condition	C: poor, major repair or replacement needed soon
What deterioration or defect can you see?	Rust staining down the casing below the data plate and around the controls. No drip seen at the fittings below.

Photos of the defect



Your assessed remaining life (years)	3
Is it in warranty?	No
Is any action needed?	Yes
What needs doing?	Plumber to check for a slow leak above or inside the heater before the next service.
Priority	1, urgent: immediate or within 1 year

Photos of the asset and its label



Notes	Not on the 2025 register. Service sticker dated March 2026.
This room or area: assets recorded	1
This room or area: tagged, from the asset records	1
This room or area: condition A	0
This room or area: condition B	0
This room or area: condition C	1
This room or area: condition D	0
This room or area: at or past expected life	0
This room or area: two years or less of life left	0
This room or area: priority 1 actions	1

Assets by room or area 4: Block B flat roof

Room or area	Block B flat roof

Assets in this room 1: Plant

Which is closest to this asset?	Plant
What is it?	Air conditioning condensing unit for staff workroom B12
How many, if identical	1
Position in the room	On wall brackets by the north parapet

Asset position (GPS)	Block B roof, north parapet · 52.910460, -1.489130 (SK 34453 34903, ±6 m)
Asset tag	Tag found
Tag number or range	HPC-01377
Can the maker's label be read?	Yes
Make and model	ExampleCo Climate 7.1 kW outdoor unit
Serial number	EXC71-1104-0388
Install year	2011
Expected life (years)	15
Where is the install year from?	Label on the asset
Age (years)	15
Calculated remaining life (years)	0

> This asset is at or past its expected life. That is a planning figure, not a failure. Check its condition before deciding to replace it.

Condition	C: poor, major repair or replacement needed soon
What deterioration or defect can you see?	Casing faded and marked, insulation on the pipe run split near the wall entry. Bracket feet rusted but still secure.

Photos of the defect



Your assessed remaining life (years)	2
Is it in warranty?	No
Is any action needed?	Yes

What needs doing?	Air conditioning contractor to replace the pipe insulation and check the brackets at the next service. Budget to replace the unit in 2027 to 2028.
Priority	2, essential: 1 to 2 years

Photos of the asset and its label



Notes	Roof reached by the access hatch and fixed ladder with the caretaker; guardrail along the parapet.
This room or area: assets recorded	1
This room or area: tagged, from the asset records	1
This room or area: condition A	0
This room or area: condition B	0
This room or area: condition C	1
This room or area: condition D	0
This room or area: at or past expected life	1
This room or area: two years or less of life left	0
This room or area: priority 1 actions	0

4. Service and maintenance records

Do any assets here need regular servicing?	Yes
Last service date	10 Mar 2026
Next service due	10 Mar 2027
What evidence of servicing did you see?	Service sticker on the asset

Do any assets store or heat water?	Yes
Is it covered by the building's legionella risk assessment?	Yes, confirmed by the client
Electrical inspection labels on portable equipment	Seen, in date
Are operating and maintenance manuals held for the plant?	No
Which manuals are missing?	Water heater manual. The display manual is on the college IT drive.

5. Changes to the register

What changed?	New asset added, Asset not found, Details corrected
Which assets were added?	Water heater in cleaner's cupboard B, now tagged HPC-04122.
Which tags were not found, and where were they last recorded?	HPC-02954, portable projector. Last recorded in classroom B14 on the October 2025 register.
Which entries were corrected, and what changed?	Bench desks in B12: register listed 22 inch monitors, all twelve are 24 inch. Display in B14: serial number corrected from the label. Condensing unit HPC-01377: position added from GPS.
Is there anything you could not identify?	No

6. Summary

Assets recorded	15
Tagged, from the asset records	15
Condition A	12
Condition B	1
Condition C	2
Condition D	0
At or past expected life	1
Two years or less of life left	1
Priority 1 actions	1
Share tagged (%)	100

Summary for the client	15 assets recorded across three rooms and the Block B roof, all now tagged. Workroom desks and screens in good order. The water heater in cleaner's cupboard B is graded C for rust staining and needs a plumber's check (priority 1, the site manager was told on the day). The roof condensing unit is at its expected life and graded C: plan its replacement. One projector not found. Comms room B03 still to survey on 7 October.
Next survey date	September 2027

Surveyor sign-off

> The report records what was seen and read from labels on the day. Expected life and remaining life are estimates.

Name	L. Carter, asset surveyor, Elmfield Facilities Ltd
Surveyor signature	