

SITE SURVEY REPORT

Asset Register Survey

Prepared for	Hollins Park College
Date	23 Sept 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 and cleaner's cupboard B
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 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
Room and position	Staff workroom B12, 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
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.

Assets 2: Display or AV

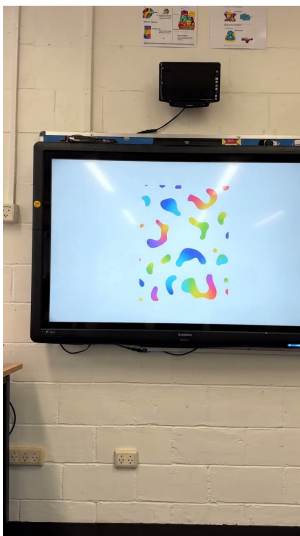
Which is closest to this asset?	Display or AV
What is it?	Interactive display, 75 inch, wall mounted, with soundbar
How many, if identical	1
Room and position	Classroom B14, front wall
Asset tag	Tag found
Tag number or range	HPC-03087
Can the maker's label be read?	No
What stopped you reading it?	Maker's 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 (%)	28.6

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

Condition

B, satisfactory

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**Assets 3: Plant**

Which is closest to this asset?	Plant
What is it?	Unvented water heater, 30 litre, wall hung
How many, if identical	1
Room and position	Cleaner's cupboard B, 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

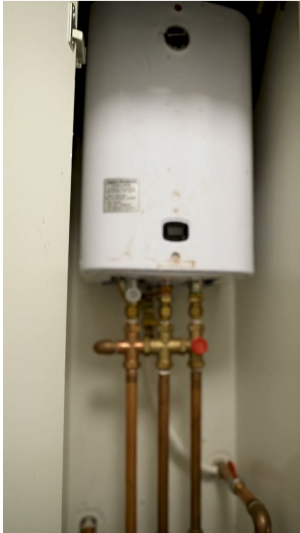
Expected life (years)	12
Where is the install year from?	Label on the asset
Age (years)	8
Calculated remaining life (years)	4
Share of expected life remaining (%)	33.3
Condition	C, poor
What deterioration or defect can you see?	Rust staining down the casing below the data plate and around the controls. 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.

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.

Is there anything you could not identify? No

6. Summary

Assets recorded	14
How many have a tag?	14
Share tagged (%)	100
Summary for the client	14 assets recorded across three rooms, 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). 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

Surveyor signature

L. Carter