

FORM 3-13 Property Detail Record

[company logo, name, and address]

| | |
|----------|------|
| Property | Item |
|----------|------|

| | | | |
|------------------------------------|-------------------|------------|--|
| Description of Item | | Location | |
| | | Color | |
| Manufacturer | Model | Serial No. | |
| Date Purchased | Place of Purchase | Cost | |
| Guarantee and Warranty Information | | | |

Operating Instructions (and/or reference location of)

| Inspections and Service | Frequency | Cost | Date/nme | By |
|-------------------------|-----------|------|----------|----|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Supplies and Equipment Needed

Additional Information

Reporting Requirements

Special Considerations (hazards and warnings)

| | | |
|----------|-----------|-------------|
| | <i>By</i> | <i>Date</i> |
| Prepared | _____ | _____ |
| Approved | _____ | _____ |
| Reviewed | _____ | _____ |