



# WisDOT/DSPN Roadside Facilities Asset Record Form



**Service Provider/WC:** \_\_\_\_\_

**Name of Person Completing:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NEW	EDIT	INACTIVE
Please go to Asset Name Section Below	Asset Name: Enter Changes Below	Asset Name: Inactive Date:

**\*\* Items in RED are required fields**

Asset Name:		Date:	
Asset Name		Serial #	
Asset Class	FAMIS Admin will enter	Asset Rank	FAMIS Admin will enter
Manufacturer		Model #	
Asset Description	N/A	Vendor	
Asset Safety Comment	N/A	Status Comments	N/A

Location Information:			
Property		Floor	N/A
Space	N/A	Room/Area	N/A
Quantity Available	N/A	Asset Comments	N/A

Warranty Information: <span style="color: red;">Complete as much as possible</span>			
Warranty Contract #			
Effective Date		Expiration Date	
Expiration Contact		Expir Contact Phone	
Warranty Vendor		Warranty PO#	
Maintenance Contract #		Maintenance Vendor	
Contract Expiration Date		# of Days Notify Exp.	

Purchase Information:			
Purchase Date		Purchase Amount	
Estimated Life (yrs)	FAMIS Admin will enter	Purchase Order#	
Est Repl. Cost			

\*\*Please see reverse side for additional information needed.

**Please return this form with any attachments, photos, etc to [rfwi@dspn.org](mailto:rfwi@dspn.org).**

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Part Detail: Complete as much as possible			
Part #	Description/Size	Qty	Storage Room Area or Location

Motor Detail: Complete as much as possible			
Description		Voltage	
Model #		Frame	
Serial #		Phase	
Manufacturer		Bearing Type/Size	
RPM		FLA	
HP		Drive	
HZ		Other	
Amperage		Other	

Schedule, Procedure, and Additional Comments:			
Frequency of PM: (Please check one)			
Monthly	Quarterly	Semi-Annually	Annually
Starting month of each frequency: (Please select starting month from drop down list) If PM is already established, the established month will be used.			
Amount of time needed for this procedure (in minutes/hours):		Hours	Minutes
Procedures for PM (if not already on file):			