

B201

Plant and Equipment Register

Business name	Maxicom (2013) Limited	Date updated	22 / 08 /2016
Workplace/site address	20 Herekino Street Whangarei	Updated by	Shaun Sutherland
Work Area or Group	All areas	Signature	Shaun Sutherland

Use this form to create a “register” of the Plant and Equipment that this business owns.

Use either, 1x form per ‘Group’ of Plant and Equipment, or 1x form per Work Area, or if small, 1x form for the entire workplace/site.

Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
001	White Board		White Board		
002	Heat pump		Heat pump		
003	Stereo		Stereo		
004	Conference phone		Conference phone		
005	Projector		Projector		
006	Board room table		Board room table		
007	6 x Chairs		6 x Chairs		
008	Small Cabinet		Small Cabinet		
009	Two seater couch		Two seater couch		
010	Reception counter desk		Reception counter desk		
011	Reception computer		Reception computer		

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012	Reception phone		Reception phone		
013	Reception chair		Reception chair		
014	Small grey set of drawers		Small grey set of drawers		
015	Two seater couch		Two seater couch		
016	3 x Two door cabinets		3 x Two door cabinets		
017	Round table		Round table		
018	Office phone		Office phone		
019	Photo Copier		Photo Copier		
020	Health and safety notice board		Health and safety notice board		
021	Shredder		Shredder		
022	Desk		Desk		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
023	Two door low cabinet		Two door low cabinet		
024	Two door high cabinet		Two door high cabinet		
025	Cell phone booster		Cell phone booster		
026	Chair fixed		Chair fixed		
027	Swivel chair		Swivel chair		
028	MD's phone		MD's phone		
029	MD's computer and docking station		MD's computer and docking station		
030	Set of three drawers		Set of three drawers		
031	Heat pump		Heat pump		
032	Steel Shelving		Steel Shelving		
033	Wooden shelves		Wooden shelves		

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034	Wooden cabinet		Wooden cabinet		
035	Grey work desk		Grey work desk		
036	Heat pump		Heat pump		
037	Steel cubby holes		Steel cubby holes		
038	Binding machine		Binding machine		
039	Wooden cabinet		Wooden cabinet		
040	Sales desk		Sales desk		
041	Chair fixed		Chair fixed		
042	Swivel chair		Swivel chair		
043	Sales phone		Sales phone		
044	Sales computer and docking station		Sales computer and docking station		

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045	Heat pump		Heat pump		
046	Shelving		Shelving		
047	Three drawer filing cabinet blue		Three drawer filing cabinet blue		
048	Two drawer filing cabinet grey		Two drawer filing cabinet grey		
049	Two door filing cabinet grey		Two door filing cabinet grey		
050	Key box		Key box		
051	Fridge		Fridge		
052	Dishwasher		Dishwasher		
053	kettle		kettle		
054	Hot water heater		Hot water heater		
055	Water filter		Water filter		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
056	Microwave		Microwave		
057	Half round cabinet		Half round cabinet		
058	2 x Fire Extuinguishers		2 x Fire Extuinguishers		
059	Hand dryer		Hand dryer		
060	Patch panel cabinet		Patch panel cabinet		
061	Northpower ONT unit		Northpower ONT unit		
062	CCTV NVR unit		CCTV NVR unit		
063	8 port switch		8 port switch		
064	2 x AT switches		2 x AT switches		
065	Siemans gigaset cordless base unit		Siemans gigaset cordless base unit		
066	Draytek DV2860 router		Draytek DV2860 router		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
067	UPS		UPS		
068	Workbench table		Workbench table		
069	Engineers stand up desk (Bradley)		Engineers stand up desk (Bradley)		
070	Engineers desk (Casper)		Engineers desk (Casper)		
071	Engineers desk (Jon)		Engineers desk (Jon)		
072	Service managers desk		Service managers desk		
073	2 x Long grey work benches		2 x Long grey work benches		
074	Dark Brown cabinet		Dark Brown cabinet		
075	Two door cabinet		Two door cabinet		
076	Service managers phone		Service managers phone		
077	Brother fax machine		Brother fax machine		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
078	Service managers computer		Service managers computer		
079	Samsung LCD television		Samsung LCD television		
080	Workshop HP computer 1		Workshop HP computer 1		
081	Workshop HP computer 2		Workshop HP computer 2		
082	NUC – office spare		NUC – office spare		
083	Generator		Generator		
084	4 x grey three drawer cabinets small		4 x grey three drawer cabinets small		
085	Engineers phone (Spare engineer)		Engineers phone (Spare engineer)		
086	Engineers phone (Casper)		Engineers phone (Casper)		
087	Engineers phone (Jon)		Engineers phone (Jon)		
088	Engineers phone (Mike)		Engineers phone (Mike)		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
089	Workshop ladder		Workshop ladder		
090	Engineers laptop (Spare Engineer)		Engineers laptop (Spare Engineer)		
091	Engineers computer (Casper)		Engineers computer (Casper)		
092	Engineers laptop (Casper)		Engineers laptop (Casper)		
093	Engineers laptop and docking station (Jon 1)		Engineers laptop and docking station (Jon 1)		
094	Engineers laptop (Jon 2)		Engineers laptop (Jon 2)		
095	Engineers laptop (Mike 1)		Engineers laptop (Mike 1)		
096	Engineers laptop (Mike 2)		Engineers laptop (Mike 2)		
097	Quickbooks computer		Quickbooks computer		
098	Net Gong computer		Net Gong computer		
099	UPS for QB and netgong computer		UPS for QB and netgong computer		

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100	Screen and keyboard switch		Screen and keyboard switch		
101	DV2710n test network router		DV2710n test network router		
102	Network NAS		Network NAS		
103	5 x Swivel seats		5 x Swivel seats		
104	Grey seating ball (Jon)		Grey seating ball (Jon)		
105	Alarm control box		Alarm control box		
106	Heat pump		Heat pump		
107	Stepladder 1.8m		Stepladder 1.8m		
108	Soldering iron 15W 240V		Soldering iron 15W 240V		
109	Cordless drill Bosch with 240V charger		Cordless drill Bosch with 240V charger		
110	Hammer drill 240V		Hammer drill 240V		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
111	30m extension lead		30m extension lead		
112	Halogen Floodlight 150W 240V		Halogen Floodlight 150W 240V		
113	6 Way power board		6 Way power board		
114	Hub Netgear 240V		Hub Netgear 240V		
115	Tool box with various hand tools		Tool box with various hand tools		
116	Hard hat		Hard hat		
117	Hi Viz jacket		Hi Viz jacket		
118	Ear muffs		Ear muffs		
119	First Aid kit		First Aid kit		
120	Fire extinguisher		Fire extinguisher		
121	2m stepladder		2m stepladder		

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Plant and Equipment #	Type of Plant and Equipment	Make and Model	Description	Serial number	Date purchased
122	1m stepladder		1m stepladder		
123	Electric drill 240V		Electric drill 240V		
124	Cordless drill and charger 240V		Cordless drill and charger 240V		
125	Toll kit with various hand tools		Toll kit with various hand tools		
126	Gas powered soldering iron		Gas powered soldering iron		
127	20m extension lead		20m extension lead		
128	Multi meter		Multi meter		
129	Label machine		Label machine		
130	Torch		Torch		
131	Hi Viz vest		Hi Viz vest		
132	Hard hat		Hard hat		

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133	Ear muffs		Ear muffs		
134	First aid kit		First aid kit		
135	Fire extinguisher		Fire extinguisher		
136	Urlich step ladder		Urlich step ladder		
137	Toolbox with various hand tools		Toolbox with various hand tools		
138	Tool bag with various hand tools		Tool bag with various hand tools		
139	Black and decker hand drill with 240V charger		Black and decker hand drill with 240V charger		
140	Black and Decker drives set with 240V charger		Black and Decker drives set with 240V charger		
141	First aid kit		First aid kit		
142	Fire extinguisher		Fire extinguisher		
143	First aid kit		First aid kit		

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144	Fire extinguisher		Fire extinguisher		
145	Hi viz vest		Hi viz vest		
146	Hard hat		Hard hat		
147	Ear muffs		Ear muffs		
148	Safety glasses		Safety glasses		
149	First aid kit		First aid kit		
150	Fire extinguisher		Fire extinguisher		
151	Step ladder		Step ladder		
152	Hitachi power drill 240V		Hitachi power drill 240V		
153	Tool box with various hand tools		Tool box with various hand tools		
154	Hardhat		Hardhat		

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155	Hi Vis vest		Hi Vis vest		
156	First aid kit		First aid kit		