

Small-Scale Food Processing Facility, Infrastructure & Equipment Inventory

Worksheet #2

An equipment inventory of all equipment could include a number of documents. At a minimum an Excel spreadsheet for quick reference will be very useful in referencing model numbers, and maintenance dates. By setting up three separate sheets with the same headings, the summary records of current, disposed of, and pending inventory can be managed.

In addition, it is recommended to keep a separate file for each major piece of equipment with a more detailed record of purchase, service, repair, and comments. Copies of the spec. sheets, operating manuals, and warrantee information should be included. Note: Many equipment manuals are available on line.

A sample spreadsheet is attached for reference. Adapt the sample to fit your needs.