

**Appendix G8-A
Inventory Input Forms**

VEHICLE INPUT FORM

Fill in this form to record a community vehicle purchase and submit to the regional office.

Community: _____ Make: _____ Model: _____

Description: _____ Year of Vehicle: _____

Vehicle Identification Number (VIN): _____ (required)

Check one box only from each column:

Vehicle Category:

Vehicle Use:

Vehicle Condition:

Emergency

Administration

Excellent

Fire

Environmental Services

Good

Heavy Equipment

Protective Services

Fair

Water and Wastewater

Public Works

Utility

Recreation

Acquisition Date: _____ (dd/mm/yy)

License #: _____

Tire Size: _____

Weight (kg): _____

Tank Size (gal): _____

(ex. water or wastewater tank)

Source of Funding: _____

Cost: (Please attach invoice)

Repl. Cost: \$ _____

Subtotal: \$ _____

GST \$ _____

PST \$ _____

Total \$ _____

List any accessories to the vehicle:

<u>Description</u>	<u>Year</u>	<u>Act. Cost</u>	<u>Repl. Cost</u>

Remarks:

Please print community contact name and phone number.

ASSET INPUT FORM

Fill in this form to record the completion or purchase of a new community asset and submit to the regional office.

Community: _____ Description: _____

Legal Description: _____ Drawing Number: _____

Check one box only from each column:

- | <u>Asset Type:</u> | <u>Asset Use:</u> | <u>Delivery:</u> | <u>Condition:</u> |
|---|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Administration | <input type="checkbox"/> Community | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Outdoor | <input type="checkbox"/> Environmental Services | <input type="checkbox"/> Joint | <input type="checkbox"/> Good |
| <input type="checkbox"/> Road | <input type="checkbox"/> Public Works | <input type="checkbox"/> Department | <input type="checkbox"/> Fair |
| <input type="checkbox"/> Water and Wastewater | <input type="checkbox"/> Protective Services | <input type="checkbox"/> Other | |
| | <input type="checkbox"/> Recreation | | |

Substantial Completion or Acquisition Date: _____ (dd/mm/yy)

Construction Year: _____ Length-size: _____

Repl. Cost: \$ _____

Cost: (Please attach invoice or project close out form)

Subtotal \$ _____
GST \$ _____
PST \$ _____
Total \$ _____

Length-size standards:

- Building – sq. M
- Road – km
- Waste Disposal Site – ha
- Bridge – M
- Water and Wastewater – km
(put pipe size (mm) in remarks box)
- Lagoon – cu m
(put hectares (ha) in remarks box)

Source of Funding: _____

Remarks:

Please print community contact name and phone number.

EQUIPMENT INPUT FORM

Fill in this form to record a single community equipment purchase and submit to the regional office. Must have a value of \$500 or more.

Community: _____ Building Name: _____
(location of equipment)

Description: _____ Model: _____

Serial Number: _____ *(required, where applicable)*

Check one box only from each column:

Equipment Type:

- Fire
- Community Safety Officer
- Water and Wastewater
- Office Equipment
- Office Furniture
- Safety
- Light Equipment
- Miscellaneous

(See enclosed defined list)

Equipment Use:

- Administration
- Environmental Services
- Public Works
- Protective Services
- Recreation

Condition:

- Excellent
- Good
- Fair

Acquisition Date: _____ (dd/mm/yy) Year of Equipment: _____

Supplier: _____

This section applies mainly to pumps

Voltage: _____ Phase: _____ Horse Power: _____

Cost: (Please attach invoice)

Repl. Cost: \$ _____

Subtotal	\$ _____
GST	\$ _____
PST	\$ _____
Total	\$ _____

Remarks:

Please print community contact name and phone number.

FIELD DEFINITION OF EQUIPMENT TYPE

Below are the seven types of equipment for this field ranked in order of importance.

A definition of each follows:

- **FIRE:** Includes all equipment related to the fire program.
- **COMMUNITY SAFETY OFFICER:** Includes all equipment related to the community safety officer program.
- **WATER AND WASTEWATER:** Includes all equipment used for water and wastewater purposes.
- **LIGHT EQUIPMENT:** Includes lawnmowers, snowblowers, chainsaws, weed eaters, garden tractors and unlicensed utility tractors.
- **OFFICE EQUIPMENT:** Includes all equipment located in an office, ex. computers, photocopier, fax machine.
- **OFFICE FURNITURE:** Includes all furniture located in an office, ex. desks, filing cabinets, chairs, etc.
- **SAFETY:** Includes all equipment used for safety purposes, ex. workplace safety and health program.
- **MISCELLANEOUS:** Includes equipment that does not fit into any of the above, ex. appliances, cleaning equipment, electric tools, etc.

Identifying the appropriate type of equipment will ensure proper representation in reports and they will be consistent, reliable and accurate.

If in the future, a change to a type is required, this list will be updated accordingly.