

GovDeals Generic Inspection Form

Inventory ID: _____

Asset Number _____

Anticipated Sale Price: _____

Short Description: Two Wooden Desk

Year _____

Manufacturer _____

Model _____

Please fill in or check if apply

Long Description:

This Equipment: ☐ Is Operable ☐ Is Not Operable ☐ For Parts Only ☐ Needs Repair ☐ The Condition is Unknown

☐ Hours: _____ This equipment was maintained every _____ ☐ Hours ☐ Days

Serial # _____

Repairs needed: _____

Description of Use

Two wooden desks with drawers

Color _____ ☐ Cloth ☐ Vinyl ☐ Leather ☐ Metal ☐ Plastic ☒ Wood ☐ Rubber

Minor damage to: _____

Major damage to: _____

Size: Length: Feet: _____ Inches: _____ Width/Depth: Feet: _____ Inches: _____ Height: Feet: _____ Inches: _____

Men's Size: _____ Women's Size: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Additional Equipment: Manufacturer _____ Model _____

Serial # _____ Condition: ☐ Is Operable ☐ Needs repair ☐ Unknown Condition

Description: _____

Comments:

Dimensions: 72 inches Wide, 24 inches Depth, 30 inches Height

Location of Asset: Public Library, 302 N. Main Street

For more information contact: Jacqueline (361) 485-3304