

Appendix 1 - Retirement village asset management plan suggested template



Retirement village name:

Retirement village address:

Date plan created (dd/mm/yyyy):

Authorised by:

Plan last updated:

Asset register

List of major items of capital										
Asset ID number	Brand model number (if applicable and available) (optional)	Serial number (if applicable and available) (optional)	Brief description of the major item of capital	Effective life (years)	Remaining effective life (years)	Date of purchase (item not a building)	Purchase price	If building, structure or part infrastructure, Date construction completed	If building, structure or part infrastructure, Costs of construction	If shared item, name of business also using the item

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Maintenance Schedule

Schedule of estimated maintenance and replacement costs								
Estimated costs of proposed maintenance	Proposed frequency or proposed Date of maintenance	Type of maintenance	Estimated cost of proposed repairs	Date of proposed repairs	Description of proposed repairs	Date of proposed replacement	If shared item, estimate of accumulated maintenance costs	If shared item, % of accumulated maintenance costs

Keeping the plan up to date – actual costs

Schedule of actual maintenance and replacement costs												
Actual costs of maintenance carried out	Actual date maintenance carried out	Type of maintenance carried out	Actual accumulated cost of maintenance (\$)	Actual accumulated cost of maintenance as a % of the purchase price	Actual costs of repairs carried out	Actual date of repairs carried out	Description of repairs carried out	Actual accumulated cost of repairs (\$)	Actual accumulated cost of repairs as a % of the purchase price	Proportion of accumulated cost of maintenance for shared item	Actual date replacement carried out	Actual cost of replacement carried out