

Property Records

| Date Created | Date last modified | paper | scan | digital | Storage Location | Backup copy location | Conf. Rating |
|--------------|--------------------|-------|------|---------|------------------|----------------------|--------------|
|--------------|--------------------|-------|------|---------|------------------|----------------------|--------------|

Maps - Utility

| | | | | | | | |
|--------------------------------|--|--|--|--|--|--|--|
| Electric lines/meters | | | | | | | |
| Gas/propane lines/storage | | | | | | | |
| Septic/sewer | | | | | | | |
| Storm drainage | | | | | | | |
| Telephone/data lines | | | | | | | |
| Waterlines/wells/fire hydrants | | | | | | | |
| Well test holes | | | | | | | |
| | | | | | | | |

Building/Structures Plans (attach a detailed list)

Property Plans

| | | | | | | | |
|----------------------------------|--|--|--|--|--|--|--|
| Operational plan (1-2 years) | | | | | | | |
| Long-range property (5-10 years) | | | | | | | |
| Master plan (10+ years) | | | | | | | |
| | | | | | | | |

Systems

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Contact info (utility, services, etc.) | | | | | | | |
| Financial records | | | | | | | |
| Historical records and images | | | | | | | |
| Inspection/examination schedule | | | | | | | |
| Replacement schedule | | | | | | | |
| Risk management | | | | | | | |
| Work request/order | | | | | | | |
| | | | | | | | |

Inventory

| | | | | | | | |
|------------------------|--|--|--|--|--|--|--|
| Animal inventory | | | | | | | |
| Equipment - kitchen | | | | | | | |
| Equipment - plant | | | | | | | |
| Equipment - other | | | | | | | |
| Tools - hand and power | | | | | | | |
| Vehicle | | | | | | | |
| | | | | | | | |

***format**

Paper: blueprint, handdrawn maps, xeroxed copies, etc.
 Scan: an graphical image of the document
 Digital: CAD files, GIS, Word documents, etc.

Confidence Rating

How you feel about the quality of the information/data
 1=no confidence (replace)
 2=okay confidence (useable)
 3=high confidence (preferred)