



Sample Assets and Equipment Maintenance and Replacement Schedule

The tools below will help grantees plan for maintaining, upgrading, or replacing many kinds of equipment, including technology and information systems components. Additional rows can be added for computers, software, licensing fees, and digital subscriptions.

Maintenance Budget

Expenses	Year 1	Year 2	Year 3	Year 4	Year 5
Boiler	\$3,000	\$2,500	\$3,000	–	\$5,000
Hood Suppression Unit		\$5,500			
Roof					
Computer Hardware					
Software					
Server					
Copier					

Ongoing maintenance can be budgeted as contractual agreements. Service may be performed annually to offset unanticipated major repair costs.

Replacement Plan

Inventory	Installation Date	Useful Life	Remaining Useful Life	Replacement Cost	Fund Status	Additional Revenue or Donation	Source or Donor	Reserve Study Date ¹
Boiler	10/4/03	20 years	4 years	\$14,000	\$4,000	\$10,000	United Way	1/2/21
Hood Suppression Unit	6/1/11	10 years	1 year	\$5,500	–	–		7/2/20
Roof								
Computer Hardware								
Software								
Server								
Copier								

¹ Reserve study date refers to a pre-determined date for assessing the status of a budget.

