Home Office Workspace Solutions

PRINTABLE TEMPLATE · PRINTERS & OFFICE GEAR

Home Office Equipment Inventory & Maintenance Log

Track every device, serial number, warranty, supply and service date in one place.

> Knowing what equipment you own, when it was bought and when its warranty ends saves time when something breaks, and helps with insurance and taxes (ask your tax professional what applies to you). Print these pages or copy the layouts into a spreadsheet.

Page 1: Equipment inventory

Item	Model	Serial no.	Bought	Price	Warranty ends

Page 2: Supplies tracker

Supply	For which device	Last bought	Reorder when	Where to buy

Page 3: Maintenance log

Date	Device	What was done	Next due

Page 4: Software & subscriptions

Name	Used for	Renews	Cost	Login stored in

Page 5: Support contacts

Internet provider support:

Computer maker support:

Printer support:

Local repair shop:

Insurance policy number:

Monthly maintenance checklist

- [ ] Run computer and app updates
- [ ] Check backups ran and restore one test file
- [ ] Clean screens, keyboard and mouse
- [ ] Run printer head-clean or check toner level
- [ ] Check cables and power strips for wear

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