



Equipment Inventory Log



Purpose:

This form will record and summarize the vehicles/equipment that were implemented in performing event related work. The Applicant will need to reference the current FEMA Equipment Rate Sheet to complete the log.

Fields:

- Applicant Name: Name of applicant will be entered.
- Date: Date of event
- Department: Optional field that refers to the department the employee is a part of in the organization (for example, bureau or Emergency Support Function)
- Equipment ID: Unique ID number assigned by workplace
- Type: Enter the main functionality of the equipment
- Year: Enter the year the equipment was manufactured
- Make: Enter the manufacturer, company, or name of the equipment
- Model: Enter the name that represents the given size and shape of the equipment
- Size/Capacity: Enter the capability or dimensions of effort that the equipment is able to perform
- FEMA Cost Code: Enter the number associated with make, model, year, and type of equipment from the FEMA Equipment Rate Sheet
- FEMA Cost Code Rate: Enter the corresponding dollar rate associated with make, model, year, and type of equipment from the FEMA Equipment Rate Sheet
- FEMA Cost Code Unit: Enter hour or mile, depending on the use of the equipment (hour when used to perform work, mile when used for transportation)
- Note: Enter any additional, relevant details if desired (might not be applicable for all equipment, if any)

To access FEMA's latest equipment rates, click here:

<https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates>





Equipment Inventory Log



Department: _____

Applicant Name: _____

Date: _____

| Equipment ID | Type | Year | Make | Model | Size/ Capacity | FEMA Cost Code | FEMA Cost Code Rate | FEMA Cost Code Unit | Note |
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