KAIROS®
TRUSTED ASSET INTELLIGENCE

Aged Care **Asset Register Review** Worksheet

Identify a gap in your asset or maintenance information, consider its consequences and agree what to do next. Complete one worksheet per priority issue.

Home or site _____

Reviewed by _____ **Date** _____

1 What information is **missing or unreliable**?

Consider missing assets, unclear locations, outdated condition findings, incomplete maintenance history or uncertain responsibilities. Identify the assets or areas affected.

2 What could that gap **affect**?

Consider resident safety and comfort, care delivery, maintenance priorities or replacement decisions. Record any immediate concerns and what needs further investigation.

3 What will we **do next**?

Describe the action needed to resolve the gap. Include any interim arrangements and how you will confirm the issue has been addressed.

Action owner _____ **Due date** _____

Review date _____ **Status** ☐ Open ☐ In progress ☐ Closed

Need help verifying asset records or assessing condition?

Kairos helps aged care providers connect asset information to maintenance and capital planning.

This worksheet supports practical review. It is not a list of records mandated by Standard 4, and completing it does not establish compliance.