

Inter-Office Memo

TO: Asset Management Lead **FROM:** Dave Schmidt, Senior Technician **DATE:** [Current Date] **SUBJECT:** Condition Assessment for Asset PMP-003

This memo summarizes my findings from the condition assessment of circulation pump PMP-003, conducted today.

During the inspection, I noted significant corrosion on the pump housing and audible grinding from the main bearing, even under normal load. Vibration levels were 25% above the acceptable tolerance. Based on these observations and its recent history of frequent seal failures, I am classifying the asset's current condition as 'Poor'.

I recommend a full diagnostic and vibration analysis be scheduled within the next 5 business days to determine if the asset can be repaired or if it requires immediate replacement.