

Replacement or New Equipment Orders

- Email facilities@kbpbrands.com to request a replacement or new piece of equipment
 - A new asset tag will be created, and a Work Order (WO) will be initiated by the facilities team to order your equipment (this is the only instance in which a WO will not start with the operations team)
 - In the event of a replacement, the old asset will be retired in the system and with accounting
 - Once the equipment arrives, operations will be responsible for ensuring it is installed and the old asset is disposed of
- Please note that lead times are very long so we must be as proactive as possible.