Equipment Sign-Out Sheet

Track tools and equipment leaving the store: item, who has it, condition out and in, and return date.

Item

Equipment ID / barcode *	
Item description *	
Issued to *	
Job / site	
Date out *	_____ / _____ / _____
Condition out *	☐ Good ☐ Fair ☐ Poor
Expected return date	_____ / _____ / _____
Borrower signature *	

Return

Date returned	_____ / _____ / _____
Condition in	☐ Good ☐ Fair ☐ Poor ☐ Damaged
Damage notes	
Photo	*Attach photo or sketch*
Received by	
Store signature	

* Required