**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# Equipment Checkout Sheet

*Lending equipment without losing it: who took what, when it is due back, and its condition on return.*

| | |
|---|---|
| **Document** | Equipment Checkout Sheet |
| **Prepared by** | **[Name and role]** |
| **Owner** | **[Name and role]** |
| **Version** | 2.0 (redesign) |
| **Date** | **[DD Month YYYY]** |
| **Review date** | **[DD Month YYYY]** |

| | |
|---|---|
| **Equipment** | **[Equipment]** |
| **Asset tag** | |
| **Checkout manager** | **[Checkout manager]** |
| **Sheet period** | **[Sheet period]** |
| **Return location** | **[Return location]** |
| **Condition at start of period** | |

[Company name]

## Checkout log

| Borrower | Department | Phone / extension | Equipment | Checkout date | Due date | Condition on checkout | Returned on | Condition on return | Late? |
|---|---|---|---|---|---|---|---|---|---|
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## Completion checklist

| Done | Check |
|---|---|
| ☐ | Every checkout has a borrower, checkout date, and due date. |
| ☐ | Condition is recorded at checkout and again at return. |

## [Company name]

| Done | Check |
| --- | --- |
| | Overdue items are chased the same day they become overdue. |