Ashford Business Services Ltd

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	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Equipment	Equipment
Asset tag	
Checkout manager	**Checkout manager**
Sheet period	**November 2026**
Return location	**Boardroom, 12 Church Street, Birmingham**
Condition at start of period	

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Checkout log

Borrower	Department	Phone / extension	Equipment	Checkout date	Due date	Condition on checkout	Returned on	Condition on return	Late?

Completion checklist

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

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