

Equipment Tool Checkout Form

Tool Details:

Tool Name: _____

Tool Type: _____

Serial Number: _____

Condition at Checkout: New Good Fair Poor

Date Checked Out: _____

Date Due for Return: _____

Employee Information:

Name: _____

Employee ID: _____

Job Title: _____

Reason for Checkout:

- Maintenance Work
- Construction
- Emergency Use
- Other: _____

Equipment Use Policy:

I agree to use the tool only for work-related tasks and return it in good condition by the specified return date.

Tool Usage Log:

Tool Name	Purpose of Use	Date of Use	Notes/Condition

Signatures:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____