

Small Tool Checkout Card

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the tool

Tool name

Home location

Included attachment

Owner shorthand

Small Tool Checkout Card

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Record the move

Task reference

Taken date

Temporary location

Expected return

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Prepare the return

Tool located

Attachment located

Condition observation

Question to resolve

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Close the checkout

Returned date

Return position

Remaining component

Next record action
