

# Equipment Loan Register

Know who has what and when it was due back, and record the condition an item was in when it came home rather than discovering it at the next job.

Who has what, when it was due back, and what condition it came back in. Kept by the door of the store, it is the difference between a tool that is lent and a tool that is gone.

**NUMBER THE ITEM, NOT JUST THE TYPE**

Write the item's own ID or asset number, not just its name. Two identical drills are indistinguishable a month later, and 'the drill' is not a record. The column that earns its keep is the last one — condition when it came back.

Business / department

Register kept by

Sheet no.

**LOAN REGISTER**    one line per loan · rule it off when the item comes back

| Date out | Item | ID no. | Borrowed by | Due back | Returned | Condition on return | Signed |
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