

Equipment Checkout Log Form

The **equipment checkout log form** sample is essential for accurately tracking laboratory equipment usage and ensuring accountability. This form helps maintain organized records of borrowed items, dates, and responsible personnel. Implementing such a log enhances equipment management and reduces the risk of lost or misplaced tools.

Laboratory Information

Laboratory Name	
Location	
Supervisor	

Equipment Checkout Log

Date	Equipment Name	Serial / ID Number	Checked Out By	Checkout Time	Expected Return	Returned Date & Time	Returned To	Remarks

Instructions

- Please fill out all fields when checking out laboratory equipment.
- Return equipment promptly to maintain availability for others.
- Report any issues or damages in the remarks section immediately.
- Supervisor or authorized personnel signature required for equipment return.