

# Detailed Equipment Checkout and Return Log Form PDF Sample

This **equipment checkout and return log form** PDF sample provides a comprehensive and organized method to track borrowed items efficiently. It ensures all equipment is documented with detailed timestamps for both checkouts and returns, minimizing loss and confusion. Ideal for businesses and educational institutions aiming to maintain precise inventory control.

## Sample Equipment Checkout and Return Log Form

| Item ID | Equipment Name            | Checked Out By | Date Out   | Time Out | Condition Out | Due Date   | Returned By | Date In    | Time In | Condition In    | Staff Signature | Notes            |
|---------|---------------------------|----------------|------------|----------|---------------|------------|-------------|------------|---------|-----------------|-----------------|------------------|
| EQ-001  | Laptop - Dell Inspiron 15 | Alice Smith    | 2024-06-10 | 09:15    | Good          | 2024-06-17 | Alice Smith | 2024-06-16 | 14:45   | Good            | John Brown      | Returned early   |
| EQ-002  | Projector - Epson X450    | Bob Lee        | 2024-06-12 | 13:00    | Excellent     | 2024-06-14 | Bob Lee     | 2024-06-14 | 11:20   | Excellent       | Jane Kim        |                  |
| EQ-003  | Tablet - iPad Pro         | Emily Green    | 2024-06-13 | 08:35    | Good          | 2024-06-20 | Emily Green | 2024-06-20 | 17:10   | Minor scratches | Alan Fisher     | Report scratches |

For a fillable version, please convert to PDF format using your preferred tool.