Laboratory Equipment Checkout Record Form

This **equipment checkout record form** sample is designed for laboratories to efficiently track the borrowing and return of instruments. It helps maintain accurate logs, ensuring accountability and proper equipment management. Using this form enhances organization and prevents loss or damage of valuable lab tools.

Borrower Information

Borrower Name		Department/Lab Group	
Email		Phone	
Supervisor		Date of Request	

Equipment Details

Equipment Name	Equipment ID/Serial #	Condition (Before)	Accessories (If Any)

Checkout & Return Information

Date Checked Out		Due Date	
Checked Out By (Staff Initials)		Borrower Signature	
Date Returned		Condition (After)	
Received By (Staff Initials)		Remarks	

Notes/Comments