Equipment Sign-Out Sheet

Who has what, since when, and when it's due back. One row per item or batch.

Location / store room: _____

Sheet no.: _____

Item / description	Asset ID / serial	Qty out	Borrower (full name)	Dept / company	Checkout date	Due date	Qty returned	Return date (all back)	Condition out	Condition in	Notes

One row per handover. Fill the row when the item leaves, not later. Every row needs a named borrower (a person, not a team) and a due date.

Partial returns. Each time units come back, update Qty returned to the total back so far (3 of 5 back = 3) and note the date in Notes. Leave Return date blank until the full quantity is back, so a blank Return date always means something is still out.

Keep the history. Never erase or overwrite a row: cross out a mistake with one line and initial it. Once a week, check every open row that is past its due date.

Free template from guardable.dev. Print or copy as many as you need.