Day:________________________________ **Bring back all tools at the end of EVERY DAY**

1. If it doesn't have one, write a number on the tool when you borrow it. Write the next number after the highest number recorded here (big & noticeable w/permanent marker). Use that number on the log out line and also write the highest number you wrote on any tools here so everyone will know what number to write next:

2. Fill out a line for each tool borrowed & log the time when it's turned in

tool #	description of tool	user- borrower's Full Name	Home #(s) where used	out time	turned in time

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Tools loaned to be used for service projects

tool #	description	owner	phone number	date loaned	date returned

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