

Equipment Inspection Post-Loan Form

CHAPTER LOGO

Each piece of loaned equipment should be inspected upon return and each inspection should be documented. Completion of the return inspection must be verified prior to each loan. Any repair or maintenance should be performed, verified and documented.

EQUIPMENT INFORMATION:	
Chapter Name:	
Equipment Name/Description:	
Equipment Loaned To:	
Loan Date:	Return Date:
Visual Inspection Completed By:	
Condition of Equipment: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

EQUIPMENT INSPECTION DETAILS:		
Description of Maintenance/Repair Needed:	Date Maintenance/Repair was Completed:	Maintenance/Repair Completed By:

ADDITIONAL INFORMATION: