DOC/OPO Tools Sign Out Sheet

Name of Responsible Party _____ Phone: _____

Project: _____

Project Approved by:_____

Sign out supervised by: _____

Sign out Date: _____ Proposed Return: _____

- All tools must be cleaned and maintained (sharpened, oiled, etc.) before return.

- Be sure to review policies prior to commencing any work project. Policies can be found on the DOC Wiki.

Tool	Owner	Storage Location	Condition
e.g.: Claw Hammer	DOC	Hand tool locker, HERS	good