The Shared Tool Return Record

Name the borrower, permitted job, and return.

Using a shared item includes completing its return.

Example: an adult lends a permitted hand tool for one task, records its accessories and return time, and checks the returned item before putting it back in its named storage place.

01 Define the shared item

A record is not permission to use a tool.

Tool / named storage place

Adult owner / permission rule

User and supervision limits

Manufacturer instructions location

02 Check the departure condition

Hold damaged or uncertain equipment.

Condition before checkout

Recall or product question to check

Accessories included

Adult approving the actual job

The Shared Tool Return Record / Review & follow-through

03 Record custody

Describe the real handoff.

Borrower / permitted task

Work location / outside-home approval

Expected return time

Extension request / adult contact

04 Finish the return

Check the item before marking available.

Actual return / checker

Cleaning and storage check

Missing accessory or damage

Follow-up action / availability status