Student Short Film — Equipment Return Custody Sheet

Fill one row per kit at the return counter. Record facts, not guesses. This sheet records custody and condition only; it does not authorize deletion, repairs, purchases, or charges.

PRODUCTION / SCHOOL	RETURN DATE	RETURN POINT / ROOM	BORROWER (PRINT)	INVENTORY CHECKER

#	RETURN STEP (DO NOT EDIT)	KIT / CASE / ASSET LABEL	QTY EXP.	PRESENT / NOT USED / EXCEPTION CIRCLE ONE	CHECKED BY INITIALS	TIME MIN	EXCEPTION / HOLD NOTE FACT ONLY, NO DIAGNOSIS
1	Freeze the kit list before packing			P / NU / E			
2	Separate school gear from crew property			P / NU / E			
3	Match every accessory to its parent kit			P / NU / E			
4	Close the camera and lens package			P / NU / E			
5	Return media without returning project data			P / NU / E			
6	Count batteries, chargers, and power leads			P / NU / E			
7	Close the sound kit by signal path			P / NU / E			
8	Reset support, grip, and lighting pieces			P / NU / E			
9	Clean only with approved methods			P / NU / E			
10	Test operation at the return boundary			Pass / Hold / Not tested			
11	Assign every missing or damaged item			P / NU / E			
12	Close acceptance and storage destination			P / NU / E			

Exception log — one row per missing / damaged / contaminated / untested item

ITEM / ASSET LABEL	OBSERVED CONDITION (FACT)	LAST CONFIRMED LOCATION	CURRENT HOLDER	FOLLOW-UP OWNER / NEXT CHECK

Acceptance & final destination

CASES BROUGHT INTO RETURN ZONE	
CASES ACCEPTED (MUST RECONCILE)	
RECEIVING DECISION	Accepted / Held / Partially received
RECEIPT / REFERENCE NO.	
FINAL DESTINATION (NAME IT)	shelf / cabinet / cage / charging station / repair hold / other: _____
DATE & TIME CLOSED	

BORROWER — SIGNATURE	AUTHORIZED RECEIVER — SIGNATURE	STORAGE RUNNER — SIGNATURE

Boundary. This sheet does not replace the school's checkout agreement, equipment-room procedure, teacher approval, safety rules, insurance terms, or staff judgment. It does not authorize deletion of footage, removal of accounts, repairs, purchases, fees, publication, or access to any device or service. Keep facts separate from guesses (write "cable absent from case," not "someone lost the cable"). When local rules conflict with a suggested step, stop and use the owner's procedure.