Youth Services
Daily Tool Control Inventory

Location: _____ **Week Of:** _____

Check Mark Verifies That All Tools are Accounted For

Tool Classification	Description of Tool	Tool #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Date:							
		Staff's Initials:							

Condition of Tools: □ Good □ Broken Identify: _____

Missing Tools: □ Yes □ No Identify: _____

All tools are marked with an identifying number in accordance with the Master Inventory? □ Yes □ No

The check marks above verify that all tools are present and accounted for in accordance with the Master Inventory. □ Yes □ No

Comments: _____

Staff's Signature: _____ Date: _____