WORK & CAREER

Work Equipment Return Checklist

Track items, return method and confirmation.

Action checklist

- [ ] Confirm equipment list and return requirements.
- [ ] Check devices and accessories against the list.
- [ ] Follow employer instructions for data and account handover.
- [ ] Arrange approved return or collection.
- [ ] Keep written confirmation and tracking.

Evidence and follow-up notes

Equipment

Return method

Due date

Confirmation

Returned?

Use current, verified details. Review and update this sheet when circumstances change.