Tool Box Inventory - Please complete Inventory Form and return to Operations. As you get new tools, don't forget to update your inventory list and submit for your employee file in event of theft or damage. Your homeowner's policy covers most losses; however it is responsibility of "insured" to document insured tools. Return completed Inventory to the HR Dept. where it will be filed in your employee file.

Employee Name: (print) $\qquad$ Date: $\qquad$
$\square$ Portable Tool Box Make: $\qquad$
$\square$ Wrenches
$\square$ Standard sizes from 7/16" to 1-1/4"
$\square$ Metric sizes from 10 mm to 26 mm
$\square$ Adjustable 6 " and 12 "
$\square$ Ratchets / Sockets
$\square$ Drive ratchets $1 / 4^{\prime \prime}, 3 / 8^{\prime \prime}$ and $1 / 2^{\prime \prime}$
$\square 1 / 4^{\prime \prime}$ Drive sockets from $1 / 4^{\prime \prime}$ to $1 / 2^{\prime \prime}$
$\square 3 / 8^{\prime \prime}$ Drive sockets from 7/16" to $3 / 4^{\prime \prime}$
$\square 1 / 2^{\prime \prime}$ Drive sockets from 9/16" to $1-1 / 4^{\prime \prime}$
$\square$ Metric equivalents to standard sizes
$\square$ Hammers
$\square$ Ball-pein - small 1 to 2lb
$\square$ Sledge - small 3lb
$\square$ Claw
$\square$ Screwdrivers
$\square$ Phillips - small, medium and large
$\square$ Slotted - small, medium and large
$\square$ Cross point - small, medium and large
$\square$ Screwdriver bits for drills
$\square$ Wonder bar (small pry bar)
$\square$ Nut Driver Sets
$\square$ Metric
$\square$ Standard
$\square$ Tape Measure
$\square 26$ ' - 8m combination tape
$\square$ Scribe (for metal)
$\square$ Files
$\square$ Variety of coarseness
$\square$ Flashlight
$\square$ Torpedo level - 8" Magnetic
$\square$ Squares
$\square$ Combination
$\square$ Speed
$\square$ Vise grips
$\square$ Center punch
$\square$ Punch set $-1 / 16$ " to $3 / 8$ " (roll punches)
$\square$ Alignment Pins

- Small
- Medium
- Large
$\square$ Allen wrenches
- Standard sets from $1 / 4$ " to $3 / 8^{\prime \prime}$ (Anything Larger-Your Discretion)
- Metric equivalent
$\square$ Utility knife
$\square$ Plumb Bob
$\square$ Chalk Line


## STANDARD TロロL LIST

## EXTRA TOOLS - INVENTORY

| Description of Tool | Make |
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