

Science & Coding Camp Business Guide

Kit issue and return list

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Record kit ID, approved parts, condition, user or group, missing items, faults, return check, cleaning, and replacement. Keep hazardous or restricted parts under the approved staff control. A complete tray is part of next day's readiness.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
