

# Team Equipment Use Agreement

Date: [Insert Date]

To: [Team Name]

From: [Your Name/Position]

Dear Team,

As part of our efforts to enhance collaboration and efficiency, we are implementing a Team-Based Equipment Use Framework. This framework outlines the guidelines for using our shared equipment to ensure safety and accountability.

## Equipment Guidelines:

1. All team members must sign the equipment use agreement before accessing any shared tools.
2. Each team member is responsible for the care and maintenance of the equipment.
3. Report any malfunctions or issues immediately to your team lead.
4. Equipment should be returned to its designated area after use.

We encourage open communication and adherence to these guidelines to foster a productive work environment. Your cooperation is essential for the smooth operation of our team.

Regards,

[Your Name]

[Your Position]

[Your Contact Information]