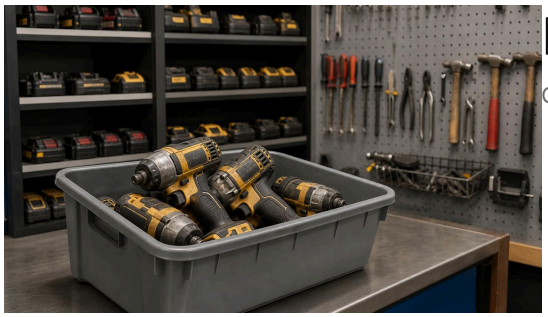


Extra Tool Returns

COMMUNICATION · ONE LINE

Graham is working the tool crib counter while the first crew checks out cordless drills and bit sets. The checkout board shows four returned impact drivers from the last rack pull, but seven are stacked in the gray return tub. Two have blank battery slots, and one case still has a loose socket adapter inside. The supervisor has asked Graham to clear the tub before issuing the next batch of charged batteries. If he shelves everything now, the extra drivers may be counted under the wrong work order. He needs to speak up without making a guess about who brought them back.

Write the exact sentence Graham should say.

Graham needs to tell his supervisor that the return tub has seven impact drivers, but the checkout board expected four, and ask what to check before shelving them.

- seven drivers in the tub
- board expected four
- ask before shelving or holding extras

Think about it: What could go wrong if the extra tools were shelved without checking the checkout slips?