**Purpose:** To inform all Ramsey staff on the appropriate procedure for checking equipment in and out of either of the two facility technician storage rooms

**Scope:** All Ramsey employees (professional & student)

**Policy OR Procedure: Procedure**

I. **CHECKING EQUIPMENT OUT:**
   a. Locate the equipment needed
   b. Locate check-in/out form
   c. Fill out form appropriately, i.e. include:
      i. Your name
      ii. The name of your department
      iii. The date

II. **CHECKING EQUIPMENT IN:**
   a. Once finished using equipment, inspect it for any damage that may have occurred while in use.
   b. Return equipment to the location it was checked out from
   c. Fill out form appropriately, i.e. include:
      i. Your name
      ii. The date
      iii. *List any damages to the equipment or other comments in the comments section of the form.