POUND HALL EQUIPMENT CHECKOUT

Purpose: To outline steps for equipment checkout at Pound Hall

Scope: Facility Operations Staff

Procedures:

I. USING FUSION
   a. Login to Fusion on the Pound Hall desk computer
   b. Scan the UGA ID of the individual wanting to use equipment for checkout
   c. Select “Equipment”
   d. Items for check out include:
      i. Basketballs
      ii. Volleyballs
   e. AED/First Aid Kit
   f. Select item to be checked out
   g. Item should now be assigned to the individual