SIGNING OUT ELECTRONICS/ASSESSMENTS/EQUIPMENT
BELONGING TO THE SCHOOL OF OT

ELECTRONIC EQUIPMENT (cameras, ipads, computers, etc) can be borrowed for 2 hours at a time and signed out/returned WITH THE OFFICE STAFF. All electronics must be returned by 4:00 pm that same day.

ALL EQUIPMENT AND ASSESSMENTS can be signed out/returned with ANY LAB COORDINATOR ONLY.
MON to FRI, 8:30 - 10:00 am & 3:30 - 4:30 pm, in room 220
In the rarest of occasions, you may hand off your equipment to a classmate to return during the regularly scheduled times as stated above.

PLEASE DO NOT SIGN-OUT OR RETURN ANY EQUIPMENT OR ASSESSMENTS (electronics are the exception) WITH THE OFFICE STAFF. THEY ARE UNABLE TO ASSIST YOU.

Details:
Assessments can be signed out for 24 hours at a time from now until March 3, 2015. After March 3rd, they can be signed-out for 7 days by the specific students who are preparing & presenting their seminars, according to the OCCU 5004 course schedule.

For portable equipment, e.g., goniometers, transfer belts, sensory testing tools, transfer boards, etc., the equipment can be signed out for the day from 8:30 to 10:00 am only, and returned by 3:30 pm that same day.

If you want to sign out equipment overnight, you must sign out at the end of the day only and return the following morning by 9:00 am.

For non-portable equipment (that cannot leave the Forrest Building) such as wheelchairs, wheeled-walkers, and plinths, the same rules apply except you must leave the equipment in the School overnight in room 219 with a padlock provided by the lab coordinators.

Thank you for your diligence in sticking to this necessary structure.

The Lab Coordinators
OCCU 5004 Assessment Lab Coordinator jonathan.harris@dal.ca
OCCU 5005 Enabling 2 Lab Coordinator jay.macdonald@dal.ca
OCCU 5006 Wellness and Inclusion c.okeefe@dal.ca