

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