

## Equipment Sharing Template

**Equipment Name:**

**Equipment Description:**

### User Requirements

- First-time users require a demonstration of how the equipment works from either the previous user or another designated person (possibly the storage holder). Equipment recipients could also hold a group demonstration when acquired with experienced member(s) explaining and showing the equipment.
- Create users logbook and put with manual into protective holder/case to accompany equipment.
- Users fill in logbook when borrowing the equipment. Users would indicate the amount of time the machine was in use to enable maintenance to be followed accordingly.
- Users would also follow guidelines provided in the beginning of the logbook concerning filling with hi-test gas and clean-up before return, e.g. take it clean and full, bring it back clean and full.

### **Sample User Log:**

User Name	Phone No.	Borrowed Date & Odometer	Return Date & Odometer	# of hours used	Comments by User

## **Maintenance and Repair Requirements**

- Follow manufacturer maintenance and repair recommendations in accompanying manual.
- Determine at a group meeting, who among members could contribute to maintenance and repairs. Note the names and phone numbers in the logbook.
- Discuss and agree at a group meeting how to meet and pay for minor and major repair costs. Note this information, the date and time in the logbook for easy reference.
- Check odometer and equipment condition upon return to schedule regular maintenance and also hourly milestone maintenance requirements.
- Use high quality oil, lubricant and gas to maintain performance, to protect during storage periods and to provide long life for the machine.
- Inspect and prepare machinery at end of season. Provide covered storage when complete.

## **Sample Maintenance and Repair Log:**

Date	Odometer	Maintenance/Repair Completed	By

## **Maintenance and Repair Expenses**

- Discuss and agree at a group meeting how to pay for minor and major repair costs. Note this information, the date and time in the logbook for easy reference.
- Minor repair costs may be borne by the group or by the designated maintenance and repair persons and reimbursed.
- Major repair costs to be discussed and agreed upon by the group before undertaken, paid for by the group or by reimbursing.
- An estimate of cost involved will be useful for the group discussion.
- Note repairs, costs and reimbursement in logbook.
- Receipts to be kept with logbook and manual.

**Sample Maintenance and Repair Expenses Log:**

Date	Work Description and Cost	Paid By	Reimbursed (Initial, date)