# Loan Store Equipment

# Westmorland and Furness Care Services

## Policy

To ensure equipment is loaned and maintained correctly.

## Procedure

1. It is crucial we maintain a system where it is easy to identify what equipment belongs to the loan store in order that the correct people can be contacted when repairs are required or equipment is returned.
2. If a service user is provided with a piece of equipment from the loan store, please complete the attached recording form. The form must be completed on the day of delivery and the delivery note kept safe with any other documentation.

Please complete all sections of the form by clearly identifying the:

* Service users name
* Room no
* Date of delivery
* Item description
* Serial no/ID no
* Who booked it in

1. If a piece of equipment is in need of repair, please contact the Loan Store first before as if it does belong to the Loan store it is their responsibility to repair or replace it.

4.        Telephone Loan Store to arrange repair or collection.  Remember to always book items out when returned to the loan store to enable us to maintain an up to date record.

Cumbria Equipment Store

Telephone number: 0300 303 8625

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| **SERVICE USER** **NAME**  | **ROOM No**  | **ITEM DESCRIPTION**  | **SERIAL No**  | **DATE DELIVERED**  | **BOOKED** **IN BY:**  | **DATE RETURNED**  | **BOOKED OUT BY:**  |
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**ANY DEFECTS TO THIS EQUIPMENT SHOULD BE REPORTED IMMEDIATELY TO THE LOAN STORES:**

**03003038625**