

OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services
✓	✓	✓	✓	✓	✓

# L7 LOAN STORE EQUIPMENT

## 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 needed 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:

- Residents Name
  - Room No
  - Date of delivery
  - Item Description
  - Serial No/ID no
  - Who booked it in
3. If a piece of equipment is in need of repair please refer to the following numbers **FIRST** before calling Care Ability out.  
If it does belong to the Loan store it is their responsibility to repair or replace it.
  4. Telephone Cumbria Equipment Stores to arrange repair or collection.
  5. 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  
Unit2/3/5/6  
Lightburn Industrial Estate  
Ulverston  
Cumbria  
LA12 7NE  
Telephone number: 0300 303 8625

Date	08/01/15						Issue date
Amendment	1						01/06/09 P&P