

OA Day Services	OA Residential Services	Support at Home Services	DMH Day Services	DMH Supported Living Services	DMH Residential Services	Extra Care Housing 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 Sumed out.  
If it does belong to the Loan store it is their responsibility to repair or replace it.
  4. Telephone the Community Equipment Service (CES) to arrange repair or collection.
  5. Remember to **ALWAYS** book items out when returned to the CES service to enable us to maintain an up-to-date record.

Community Equipment Service Unit 16C, Solway Trading Estate Maryport CA15 8NF	Community Equipment Service Unit 1/2/3/5/6 Lightburn Industrial Estate Ulverston Cumbria LA12 7NE
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Telephone number: 0300 303 8625

Date	08/01/15	12/12/22					Issue date
Amendment	1	2					01/06/09 P&P