

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 5.47 MEDICAL EQUIPMENT LENDING

1. Over a period of time residents have donated medical equipment to our Medical Closet, including crutches, walkers, canes, shower seats, and other items. These items will be loaned to residents when needed for temporary use.
2. The Office Manager will be responsible for this equipment. Requests for loan of items shall be directed to the Office Manager who will issue the equipment and keep a record of items loaned to residents.
3. Borrowing of equipment should be for three months or less, but may be extended upon request if appropriate. Loaning of equipment is not intended to be a permanent arrangement.
4. Equipment should not be transported out of the District except as necessary for daily activities.
5. Equipment will be labeled "Property of Tri-Par Estates" for identification and to help insure the return of items when no longer needed.

Adopted by Trustees – 10/20/2015