Procedure for SFU personnel borrowing equipment

Below is a list of questions that the equipment contract should address between SFU and the lender, and that need to be answered for SFU to assess whether its insurance can cover the equipment.

Equipment description
1) What is the description of the equipment (include serial number if available)?
2) What is the replacement value of the equipment?
3) What is the duration of the loan period?
4) What is the agreement if the lender does not want the equipment returned?

Transport
5) Will the equipment be cleaned of any hazardous material before transport?
6) How will the equipment be transported between the lender and SFU?
7) Who is responsible for shipping costs?
8) Who is responsible for damage during transport?

On site
9) Approximately when will the equipment arrive at SFU?
10) For large items, are special arrangements required to handle the equipment due to size or weight?
11) Does the equipment require any maintenance or servicing while in SFU possession?
12) What is the typical maintenance associated with this equipment (if any)?
13) Who is responsible for regular maintenance expenses?
14) Who is responsible for unexpected maintenance?
15) Where will the equipment be housed at SFU?
16) Are any additional services such as electrical, gas, or ventilation required to use the equipment?

Authorization
17) Has authority been granted at the dean/director level to borrow the equipment?
18) Who at SFU is responsible for the equipment?
   o Name
   o Position
   o Department
   o Faculty

Safety
19) Is specific training required to operate the equipment?
20) Does the equipment come with safety information?
21) If the equipment is electrical, does it have a CSA or equivalent certification?
22) Backup computer files. It can be devastating when a computer is stolen or damaged and files are lost.
23) Does the equipment contain hazardous materials such as mercury?