



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

OPERATIONS POLICY

SUBJECT: **Use of SMHC Equipment**

DATE OF ORIGINAL APPROVAL: February 22, 1990

APPROVED BY: Board of Directors

DATE OF AMENDMENT: March 31, 2004

SMHC Office and maintenance equipment is purchased for use on SMHC property for work projects relating to SMHC function. Members of SMHC may apply to the general manager for authorization to use selected pieces of equipment for personal use.

Equipment that may be loaned will be items such as:

- Lawn roller
- steamer to remove wall paper
- hedge trimmers
- tables
- chairs
- wheel barrow
- ladders

Equipment that will NOT be for personal members use will include, but not limited to:

- tractors
- lawn mowers
- power auger
- computers
- video equipment, etc.
- power tools
- office machines

FINES:

Borrowed equipment must be signed out at the office and can be kept for a maximum of 3 [three] days. Any equipment not returned after 3 [three] days will be subject to a fine of \$10.00 per day until the equipment is returned.

Only one piece of equipment will be permitted to be signed out at one time. Members that keep equipment longer than the allowed 3 [three] days – more than twice in a calendar year will no longer be permitted to borrow any equipment.

When equipment is signed out, a waiver must be signed by the member taking responsibility for any injury resulting from the use or misuse of the equipment and agreeing to pay for any repair or replacement of equipment damaged by the member.