

A: Responsibility:

Administrative & Management Committee will authorize all WUC equipment for use. In particular the volunteer position of Office Administration will be responsible for keeping the equipment list updated, along with the logbook and will liaise with our staff Office Administrator. This will be reviewed annually.

The equipment will be appropriately signed out in the Log Book for a stated period, and returned to its proper storage location on or before the appointed lending period expires. Extensions may be granted if there is no priority demand for the item(s) in question.