

**Loan of Equipment Form**

Name of Laboratory: IAQ / Thermal & Lighting / Acoustic / Wind Tunnel / Building Material & Structures / Fire Technology (please circle on relevant lab and use separate form for each lab)

Name of Borrower: \_\_\_\_\_ Matrics No (if any): \_\_\_\_\_

Address of Borrower: \_\_\_\_\_

Tel No: \_\_\_\_\_ (O) \_\_\_\_\_ (HP) E-mail: \_\_\_\_\_

Period of Loan \*: \_\_\_\_\_ to \_\_\_\_\_

Items Borrowed:

No.	Description of Equipment	Inventory No.	Serial No.

Purpose of Loan (teaching/research/seminars/others – please provide brief details): \_\_\_\_\_

**Declaration by Borrower:**

1. The equipment is borrowed for the stated purpose by me.
2. The equipment has been checked and is in good working order.
3. I undertake full responsibility for the condition of the equipment and will compensate for any cost of repair.
4. I have been briefed on the equipment operational and safety procedures, and am fully aware of the potential safety and health hazards involved.
5. Upon the expiry of the loan, I undertake to apply for renewal which I understand is subjected to approval.\*

**Signatures & Date of Borrowing:**

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Laboratory Officer

\_\_\_\_\_  
Academic Staff  
Staff's name:

**Signature & Date of Returning:**

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Checked & Received By Lab Officer

\*For a maximum period of 7 days only