

The Education University of Hong Kong
Department of Health and Physical Education
Equipment Loan Guidelines for the Mobile Lab

1. Who can borrow and for how long?

- 1.1 All departmental students, academic staff and research assistants are entitled to borrow subject to the availability of the equipment, and to the following priority order:
1. Undergraduate Students
 2. Postgraduate Students
 3. Academic Staff
 4. Research Assistants
- 1.2 All borrowers must fill in an equipment loan form for the specific equipment and submit it 7 working days in advance.
- 1.3 For undergraduates, postgraduates and research assistants, the equipment loan form must be countersigned by their project supervisor.
- 1.4 The Mobile Lab reserves the right to require a borrower to undergo a proficiency test to its satisfaction before approving a loan request.
- 1.5 The maximum loan period is 7 working days (inclusive of the check-out date) and non-renewable. Any request for extension of the loan period will be treated and processed as a separate, new borrowing request.

2. Where to Check-out and Return?

- 2.1 The place for signing out and returning all equipment is the Human Performance Laboratory at Block E of the Tai Po Main Campus (E-LP2-23) (Monday - Friday 9:00 am - 5:00 pm).

3. Check-out Procedure

- 3.1 Check the equipment list on the departmental web page to ensure availability. Complete an equipment loan form (countersigned by the supervisor, where applicable) and return it to the lab technician or email to wpchen@eduhk.hk.
- 3.2 Each borrowed equipment must be checked by both the lab technician and the borrower simultaneously against any defect(s), malfunctioning or missing part(s). All defect(s) and/or missing part(s) noted must be specified in the loan form and confirmed by both the lab technician and the borrower.
- 3.3 The borrower must also sign the important acknowledgement and agreement section of the loan form.

4. Return Procedure

- 4.1 All equipment borrowed must be returned on or before the specified return date within office hours.
- 4.2 Upon return, the lab technician will, in the presence of the borrower, examine the equipment to verify if it is returned in the same condition and working order as before being loaned out. Any defect(s) and/or missing part(s) and/or malfunctioning noted must be specified in the loan form and confirmed by the lab technician.

5. Duty of Care, Loss or Damage of Equipment

- 5.1 Once checked out, the borrower is solely responsible and liable for the proper use, maintenance, and storage of the equipment during the loan period.
- 5.2 5.2 Any defect(s), missing part(s), malfunctioning or loss of the loaned equipment identified during the loan period must be forthwith reported to the lab technician.
- 5.3 5.3 The Mobile Lab may suspend a borrower's equipment loan request for such period as it may deem fit if the borrower repeatedly causes damage to or loss of the equipment borrowed.

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