



## RENTAL EQUIPMENT RENTAL POLICY AND PROCEDURE

### RENTAL POLICY

It is the policy of Heart to Heart CPR to rent manikins, AED Trainers, and other equipment used for AHA courses to instructors in good standing.

### RENTAL PROCEDURE

1. Reservation must be made at least two (2) weeks in advance by calling the facility at 901-451-9194. Rental availability is on a first come first served basis. If equipment is not reserved, we cannot guarantee that it will be available. Please give at least 24-hour cancellation notice; omission of cancellation will result in forfeiture of holding deposit of \$25. Please make every effort to provide an appropriate cancellation notice.

Equipment is available for pick up Monday through Friday between 9:00 am and 4:00 pm.

2. Equipment Rental Form must be completed and signed.

All equipment rentals are due back on the date and time printed on the Equipment Rental Form. Please note that if you keep a piece of equipment beyond the initial pre-paid rental period, you will be charged an additional **weekly** rental rate per day of extended possession.

3. You are expected to return equipment clean (see manikin decontamination) and in proper working condition. You will be billed for: (1) any repairs that may be needed if equipment is not in proper working condition; or (2) for full replacement cost of equipment due to loss or destruction, regardless of cause. Failure to adhere to equipment rental policy may result in the loss of your instructor rental privileges.

### MANIKIN DECONTAMINATION

It is the policy of the Heart to Heart CPR CCE AHA Training Facility that all manikins used in BLS courses will be decontaminated immediately upon completion of each course according to guidelines established by the AHA. Proper manikin decontamination is imperative to prevent the spread of bacterial, fungal, and viral diseases.

### PROCEDURE

1. Disassemble manikin as directed by the manufacturer instructions. Inspect for cracks and tears in plastic surfaces. If any is found, notify a representative when returning the manikin(s).
2. Thoroughly scrub all surfaces with a brush and warm antibacterial soapy water.
3. Rinse all surfaces with fresh water.
4. Clean all surfaces with  $\frac{1}{4}$  liquid cup of household bleach per gallon of water for ten (10) minutes. This solution should be made fresh at each class and discarded after each use.
5. Rinse with fresh water and air dry.
6. Do not allow water to enter the internal parts of the manikin. Body parts should be wiped over with a clean cloth moistened in mild detergent and then wiped over with a clean cloth moistened in clean water. Marks left by lipstick or ballpoint pen should be removed as quickly as possible using alcohol.



## RENTAL EQUIPMENT EQUIPMENT PURCHASE/RENTAL FORM

Instructor or person requesting equipment should complete the appropriate quantity column of this form. Equipment must be requested no less than two weeks in advance from the date of the class or event. Rental availability is on a first come first served basis. All equipment rentals are due back on the date and time printed on this form. Payment must be made using a credit card.

**To be completed by requestor:**

Name \_  
 Instructor ID # \_  
 Class Type \_  
 Location \_  
 Class Start Date \_  
 Class End Date \_  
 Best Phone Number to Reach You \_  
 Email Address \_

**To be completed by H2H CCE Employee:**

Date Request Received \_  
 Received via \_  
 Received by \_

Please return equipment rentals by:

Date \_  
 Time \_

**PAYMENT**

Please charge \$ \_\_\_\_\_ to my Card Number \_\_\_\_\_ CVC \_\_\_\_\_ Exp Date \_\_\_\_\_

American Express      Cardholder's Name \_\_\_\_\_

MasterCard              Signature \_\_\_\_\_

Visa

Item	Rent/day	Qty	Total	Return Date	Received by
BLS Adult Manikin	\$25				
BLS Infant Manikin	\$10				
Adult BVM with Mask	\$5				
Infant BVM with Mask	\$5				
One-way Valves	\$1				
AED Trainer	\$20				

First Aid Supplies/Epi-Pens	\$1				
Family & Friends - CPR Instructor DVD	\$10				
Family & Friends -FA for Children DVD Only	\$10				
Heartsaver –CPR/AED/FA DVD Only	\$15				
Heartsaver –CPR/AED/FA Student Workbook	\$7				
Heartsaver –CPR/AED Student Workbook	\$7				
Heartsaver – FA Student Workbook	\$7				
Heartsaver Pediatric FA DVD Only	\$15				
Heartsaver Pediatric FA Student Workbook	\$7				
Heartsaver Bloodborne Pathogens Student Workbook	\$7				
HCP -BLS Student Manual	\$7				
HCP Instructor Manual Only	\$5				
HCP DVD Only	\$15				
ACLS Instructor Manual Only	\$15				
ACLS DVD Only	\$25				
ACLS Provider Manual	\$20				
PALS Instructor Manual Only	\$5				
PALS DVD Only	\$25				
PALS Provider Manual					

ECG/Pharmacology Instructor CD	\$15				
ECG/Pharmacology Student Book	\$7				
Airway Management DVD Only	\$15				
Airway Management Student Manual	\$7				
PEARS Instructor Manual Only	\$20				
PEARS DVD Only	\$15				
PEARS Provider Manual	\$7				
STEMI Provider Manual	N/A				
2010 AHA Guidelines For CPR & ECC	N/A				
2010 AHA Pocket Handbook	N/A				

- I understand that if I keep a piece of equipment beyond the initial pre-paid rental period, I will be charged an additional **weekly** rental rate per day of extended possession.
- I understand that it is my responsibility to clean each manikin/equipment according to AHA guidelines.
- I understand that I am expected to return equipment in proper working condition or I will be billed for any repairs that may be needed or for full replacement cost of equipment due to loss or destruction, regardless of cause.
- I understand that failure to adhere to the rental policy may result in the loss of my instructor rental privileges.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Last (4) SSN \_\_\_\_\_

DL Number \_\_\_\_\_

State of Issue \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only:**

Date and Time Returned \_\_\_\_\_

Received by \_\_\_\_\_

All items returned in proper working condition  Yes  No

Manikin Decontamination Completed  Yes  No

Comments: