

OT/PT Equipment Procedures  
Revised 9-4-15

Equipment in Storage at Kaneland Middle School on Meredith Road

1. The inventory of the equipment at Kaneland is completed and will be available under district resources of the mvse.org website. This inventory has pictures of most equipment. The inventory will be updated monthly.
2. For the month of September, Mandy Hammack-Cote will be present at Kaneland on Wednesdays from 3:30-4:30 to assist district therapists with locating and checking-out equipment. For subsequent months, she will be available by appointment on Wednesdays, by emailing her at [mandy.hammack-cote@d303.org](mailto:mandy.hammack-cote@d303.org). Please try to contact her by the Monday prior.
3. If the equipment is small enough to be loaded into the therapists' cars, the equipment can be checked-out at that time.
4. If the equipment is large and requires a truck, the truck will be ordered through *your own district facilities department*.
5. If the move is for students in Mid-Valley Programs, most equipment is moved on the last Thursday of each month. Move orders must be to [Bonnie.Carlson@d303.org](mailto:Bonnie.Carlson@d303.org) by the last Monday (prior to the Thursday). If there is an urgent need to access the materials at Kaneland, contact [Linda.Koch@d303.org](mailto:Linda.Koch@d303.org) who will make the necessary arrangements.
6. If there is any equipment that should be stored at Kaneland for shared usage, these moves will be coordinated on the last Thursday of each month using the procedures listed in #4 or #5 above.
7. Incoming items for storage will be placed in a designated "holding area" so that the equipment inventory can be updated.

Equipment in District Buildings

1. Inventories of all equipment located in district buildings have been completed and sent to districts. *This inventory must be maintained locally throughout the year.*
2. Items that are purchased by the districts for use in their programs should be clearly marked.
3. If a therapist is in need of a particular item, the following process should be followed:
  - a. Check the district building lists and contact the assigned therapist to see if the item is available. If it is a small item, it should be picked up by the therapist. If it is a large item, the district facilities department should move equipment within the district, following the district procedures.
  - b. If the item is not available within the district, the therapist may check the items in storage or consult the therapist group email list to request the item from another district. (Districts will need to give the names/emails to Linda Koch.) If the item is available in another district, the requesting therapist should make arrangements for the move, including their own facilities departments to move large equipment, if necessary.
  - c. If the item is still not available, the therapist should contact his/her administrator for possible purchase. These items should be clearly marked with district identification.