



**SMART
BUILDINGS
CENTER**

**Tool Lending Library
Policy**

The Smart Buildings Center Tool Lending Library (“TLL”) loans building measurement equipment free of charge to professionals working on short term commercial and industrial energy efficiency projects in the states of Washington and Oregon. Typical loan durations range from one to four weeks.

There are special considerations or borrower qualifications for some of the equipment in the TLL. This document describes the specific policies around these tools.

Response Time and Transaction Guidelines

The TLL responds to an online tool request by email generally within 1-3 business days with information regarding tool availability and additional information about the project if needed. After the borrower confirms the loan, it takes one or more days (depending on the size of the loan) to prepare the instruments and make them available for pick up at our Seattle location. Borrowers should make a reservation with TLL staff for a specific day and time to pick up and return the tool(s).

The TLL can ship most tools directly to customers. The borrower is responsible for the care and cost of returning the tool and all associated components in good working condition. When shipping tools for return to the TLL, borrowers should include shipping insurance for the full replacement amount. Additionally, upon shipment, borrowers must notify TLL staff that the items have been shipped and provide tracking information.

Some instruments are limited in inventory and may have waiting lists established. Some instruments do not have a shipping option and must be picked up and returned in person at the Smart Buildings Center. Be sure to confirm availability via e-mail before making any project commitments that require tools from the TLL.

Specific Equipment Considerations

Electrical Power Meters

Any tool borrowed from the TLL requiring installation in a motor control center or any other location with line voltage (any voltage above 12v) must be installed by a licensed, qualified electrician. Customers agree to hire a qualified electrician before borrowing power meters from the TLL.

Infrared (IR) Cameras, Acoustic Imagers, and Ultrasonic flow meters

In some cases, the TLL requires borrowers to furnish documentation of sufficient business property insurance to cover the full replacement value for loss or damage to the TLL instruments. Normally, these instruments are picked up from and hand-delivered back to the TLL when borrowed. This minimizes the chance of shipping damage and delays.

IR camera and acoustic imager loan periods are a maximum of one (1) week. Borrowers must provide documentation of commercial general property insurance.

Ultrasonic flow meters are challenging to set up and operate properly. The TLL recommends that someone experienced in the use of ultrasonic flow measurement equipment conduct the setup and monitoring to help ensure the resulting data is accurate. Borrowers must provide documentation of commercial general property insurance.

LightWave Research Smoke Generator

The vapor generated from this equipment can be an irritant. Borrowers should use the smoke generator in unoccupied spaces, and control the amount of vapor generated to allow only the minimal concentration of smoke to fill the room that is needed for analysis. Do not leave the generator unattended when operating.

Strobe Tachometers

The strobe tachometers should not be used around individuals with photosensitive epilepsy, a form of epilepsy in which seizures are triggered by visual stimuli such as flashing lights.

Software

Data logger and other proprietary software programs associated with tools in the TLL are made available to the tool borrower for the duration of the loan. Borrowers agree to un-install these programs after the tools are returned.

Other policy limitations:

Lost or damaged tools

Tool borrowers agree to **return equipment in the same condition they were in when borrowed**. This includes removing any labels that borrower may have attached to the equipment for identification or other purposes. This also includes untangling cables and/or separating wire leads that have been wired together for the project. Customers who repeatedly return tools in poor condition may have their borrowing privileges permanently revoked. Borrowers who lose or damage equipment agree to replace the equipment with identical make and model tools. Borrowers who lose or damage equipment will have their borrowing privileges revoked until the equipment is replaced.

Late Returns

Tool borrowers agree to return equipment within the specified time frame. The TLL reserves the right to suspend borrowing privileges of customers who return tools past the due date.

Out-of-state usage

Tools are intended to be used on projects within Washington and Oregon only. Requests to borrow tools for projects in states outside of Washington or Oregon will be considered on a case-by-case basis and must be expressly approved by Tool Library staff prior to checkout and confirmed in writing. Failure to comply with this policy may result in revocation of borrowing privileges.