

## DE ANZA COLLEGE - ENGINEERING DEPARTMENT EQUIPMENT LOAN & RELEASE AGREEMENT

### EQUIPMENT/PARTS LIST

(Pictures available on website: deanza.edu → Academic → Academic Divisions: Physical Sciences, Mathematics and Engineering → Our Departments: Engineering → Lab Protocols → EQUIPMENT/PARTS LIST IN PICTURES: Engr 37)

Default Arduino Kit for Students					
Item #	Qty	Items	Item #	Qty	Items
1	1	Breadboard	9	2	5mm GREEN LED
2	2	10K Ohm Resistors 1/4W	10	2	5mm YELLOW LED
3	2	4.7K Ohm Resistor 1/4W	11	2	LEDs (blue)
4	2	220 Ohm Resistors 1/4W	12	2	10K Ohm potentiometer, pcb terminals
5	2	1K Ohm Resistors	13	3	Transistor
6	3	Capacitors 100nF	14	1	9v battery snap
7	2	Photoresistor	15	1	9v battery
8	2	5mm RED LED	16	10	Solid core jumper wires: - 2x small green - 2x medium navy blue - 2x medium grey - 2x medium white - 2x medium purple

#### STUDENT INITIAL(S)

Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>EQUIPMENT/PARTS LIST:</b> I/We acknowledge receipt of the itemized Equipment/Parts listed above. I/We agree to return all of the itemized equipment/parts in good condition by the last day of the class week before exam week, upon my/our withdrawal from the class, or upon being dropped from the class, whichever is earlier. If any of the equipment/parts is missing or damaged at the time I am/we are required to return, each team member's grade may be withheld.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>LOCKER:</b> I/We also acknowledge receipt of a COMBINATION CODE assigned to me/us. I/We agree to unlock the locker with functional and good condition at the time upon returning the equipment/parts loaned to me/us. If the locker is locked, damaged or being altered at the time when I/we return the loaned equipment/parts, I/We agree that each team member's grade may be withheld.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>STORAGE:</b> I/We agree that I/we will store only the engineering equipment/parts loaned to me/us as itemized in this agreement in my/our locker.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>TEAM RESPONSIBILITY:</b> If the equipment/locker is shared by multiple students, the entire team is responsible for any equipment/locker issued to the team, a hold will be placed on all team members until the equipment/locker is returned (See Penalties Section in this agreement).

Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>CHECKOUT &amp; RETURN PROCEDURE AND PENALTIES:</b> I/We agree to the terms in the Checkout & Return Procedure and Penalties sections of this agreement.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>LIABILITY:</b> I/We further agree to hold harmless, defend, and indemnify De Anza College, its officers, employees, and agents from any and all liability resulting from, or in any manner arising out of, any negligence on my/our part while I/we possess the equipment loaned to me/us, irrespective of whether such liability is also due to any negligence of the College or its employees

### Upon signing this Equipment Loan & Release Agreement, the student(s) agree(s) to the following:

Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	I/We have received the equipment in good condition and in correct quantity of each item.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	I/We have received the locker combination code and the combination lock are in functional and good condition.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	<b>ALL UNAUTHORIZED EXPERIMENTS ARE STRICTLY PROHIBITED.</b> Only the experiments, which the instructors assign for class work, are to be done in the laboratory.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	I/We will not be permitted to work in the laboratory at unscheduled hours.
Student 1 <input type="checkbox"/>	Student 2 <input type="checkbox"/>	Student 3 <input type="checkbox"/>	I/We have read the Checkout and Return Procedures and its Penalties on the back of this agreement.

**To be continued, please turn this over.**

LOCKER #	COMBINATION #	CLASS-SECTION	INSTRUCTOR

TEAM #			
	STUDENT 1	STUDENT 2	STUDENT 3
First Name (Print):			
Last Name (Print):			
Email (Print):			
Student ID:			
Phone:			
Check Out	Student Signature:		
	Instructor/ Lab Admin:		
	Date:		
Return	Instructor/ Lab Admin:		
	Date:		

### CHECKOUT PROCEDURE

Student must follow these steps in order to prevent a hold on your record:

1. Obtain the Equipment Loan & Release Agreement from the Instructor or Lab Admin.
2. Read, fill out, initial, and sign the Equipment Loan & Release Agreement.
3. Have the assigned locker checked out by the Instructor or Lab Admin during your regularly scheduled checkout lab period.
4. Count and match the quantity of each item listed in this agreement.
5. Report any missing item immediately upon signing this agreement.
6. For your records in case of a dispute, please keep a copy of this signed agreement.

### RETURN PROCEDURE

Student must follow these steps in order to prevent a hold on your record:

1. Return all items listed in this agreement to Instructor or Lab Admin by the last day of the class week **before exam week**.
2. The team is responsible to do a final count to match the number of quantities of each item listed in this agreement. Report any missing item(s) upon return and sign off by Instructor or Lab Admin.

### PENALTIES

Instructor may not issue you a final grade if:

1. You or the team fail to return any signed-out equipment/parts listed in this agreement before the final exam week.
2. We found any breakage and missing items are not reported.
3. Combination lock is not unlocked by the last day of the class week **before the exam week**.