

OT/PT Equipment Procedures, 2013-14
9-4-13

Equipment in Storage at Kaneland Middle School on Meredith Road

1. An inventory of the equipment at Kaneland is nearly completed and will be available under district resources of the mvse.org website. This inventory will be complete with pictures, if appropriate. The inventory will be updated monthly.
2. For the month of September, Lynn Chassee and Phyllis Markovic, the team leaders 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, we may be moving to the last Wednesday of the month, depending on the need.
3. District therapists who would like to meet them there should contact Bonnie.Carlson@d303.org by the Monday prior to each Wednesday.
4. If the equipment is small enough to be loaded into the therapists' cars, the equipment can be checked-out at that time.
5. If the equipment is large and requires a truck, the truck will be ordered through D303 facilities. The move date will probably be the following Friday. Lynn and Phyllis will contact Bonnie to create a work order.
6. For the 2013-14 school year, if there is any equipment that you would like to be stored at Kaneland for shared usage, these moves will be coordinated on the last Thursday of each month. Staff should complete the Equipment Move Request Form under District Resources on the web site and forward it to Bonnie Carlson. (mvse.org) (At the beginning of this school year, we will add the second Thursday of the month as well.)
7. Incoming items for storage will be placed in a designated "holding area" so that the equipment inventory can be updated.
8. Staff members who will have direct access to the storage site will be restricted. Keys will be checked out and returned to the Kaneland main administrative office. MVSEC will deliver a list of individuals who should have access to the key check-out.
9. If there is an urgent need to access the materials at Kaneland, contact Linda.Koch@d303.org who will make the necessary arrangements.

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 by district therapists and will be updated by MVSEC at the end of the year.

2. Items that are purchased by the districts for usage 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 consult the therapist group email list to request the item. (Districts will need to give the names/emails to Linda Koch.) If the item is available in another district, the requesting therapist should complete the Equipment Move Request Form by the last Monday of every month and email it to Bonnie Carlson who will arrange for the move through District 303 facilities. (Generally, these moves occur on the last Thursday of every month, but can be sooner if the need is urgent.)
 - 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.
 - d. It will be the responsibility of the district therapists to maintain their equipment inventory. The inventory will be reconciled by MVSEC at the end of the school year.