

# **Leica Usage Procedures, Requirements and Inventory (Leica #2)**

All procedures and requirements set forth in this document must be completely followed without exception. Failure to do so will have a direct affect on your ability to use the Leica Unit in the future.

Each user is required to verify and accept all written procedures, requirements and the equipment inventory prior to signing this document and accepting the Leica CS25 unit.

## **Inventory (Leica #2)**

Tripod

Red Case

- Extra tripod insert ring (black)
- 120v AC household charger adapter
- Satellite locating dome for tripod with connection wire
- Leica Tablet interface and mount/holder bracket for tripod
- USB stick Zero GLS in plastic case
- Leica Handle and S-Tube
- AT&T Wireless Access Point with power cord (white box inside of case)

- Zip-Loc Bag (inside Red Case):
  - Win 7 Driver DVD
  - Win 7 Recovery DVD
  - Screen Protector and Installation
  - Tablet Computer Guidebook
  - Screen Cleaner cloth (black)

## **Minimum Standard of Care and Responsibilities**

This is a precision piece of equipment. All components should be treated with extreme care.

If any damage to or malfunction of equipment occurs the current user shall report it to the Town of Spencer immediately along with repair steps being taken by the current user and whether or not any down time for repair is necessary.

Each user is responsible for taking care of the unit and for making sure it is operating properly at all times. Damage to the unit due to accident, neglect or any other circumstances shall be the complete responsibility of the current user to repair including having the repairs made and paying all costs.

Operational or other problems with the unit that are not the result of accidental damage or abuse still need to be addressed by the current user with repair costs covered by CMRSCW or the equipment warranty. The current user still needs to coordinate having the necessary repairs made and notify the Town of Spencer accordingly.

Presently each City and Town will be allotted usage of the Leica devices up to two (2) weeks at a time. Attached is the current Leica usage schedule. Eventually the scheduling calendar for the Leica units will be maintained on the CMRSCW website. All Leica scheduling is done through the Town of Spencer (Contact: Steven Tyler, [styler@spencerma.gov](mailto:styler@spencerma.gov), 508-885-7525) and maintained/updated on the CMRSCW website by the Town of Spencer.

## **Return to Spencer or Coordination with Next User**

When finished with use or the allotted period, whichever comes first, either return the Leica Unit to the Town of Spencer or coordinate for exchange with next user as directed by the Town of Spencer.

At the end of usage and prior to next scheduled user the following steps shall be completed by each user:

- Clean and inventory all components.
- Fully charge all powered components and batteries.
- Repack all components into carrying case.

Only the next user scheduled and approved by the town of Spencer may get the unit.

Coordinate with the next scheduled user as directed with the Town of Spencer including but not limited to:

- Pick-up or drop-off
- Brief operations overview/training for the next user (as may be scheduled)
- Completion and signature of this document by the next user.
- Emailing or faxing a copy of this document signed by the next user.

**Failure to provide a completed and signed copy of this form from the next user to the Town of Spencer means that you are still responsible for the unit and its condition at all times.**

Send email to [styler@spencerma.gov](mailto:styler@spencerma.gov) that all of the above steps have been completed. Note any comments, issues encountered or damage incurred at that time.

By signature below I, \_\_\_\_\_ (name) of \_\_\_\_\_ (city/town) to hereby agree to follow all procedures and requirements listed above and to be fully responsible for any damages to and/or losses of equipment, accessories, component or appurtenances.

If sign out of this device is occurring at the Town of Spencer U&F Office leave original signed document with Debra Graves, Rebecca Pedone or Steven Tyler. If occurring elsewhere either fax copy to Spencer U&F office at 508-885-9416 or scan and email to [styler@spencerma.gov](mailto:styler@spencerma.gov). This is also a requirement of use. Failure to complete this step will make it more difficult to acquire and use the unit in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Attachment**

Inventory photos (2 pages)



