

Lending Locker Agreement

IR&R POC:

•Camp Kinser: 637-2815, Bldg. 1220

•Camp Foster: 645-2104/2106, Bldg. 445

•Camp Courtney: 622-7332, Bldg. 4425

•Camp Hansen: 623-4522, Bldg. 2339

For Admin Use ONLY:

<u>DATE ISSUED:</u>	<u>DUE DATE:</u>	<u>EXTENSION DUE DATE:</u>
----------------------------	-------------------------	-----------------------------------

For Customer Use: (Please write legibly)

<u>Pav Grade:</u>	<u>Last Name, First Name:</u>	<u>EDIPI:</u>
<u>Cell Phone/DSN:</u>	<u>Major Command: (Choose One)</u> 1 ST MAW III MEF 3d MLG 3d MAR DIV MCB USNHO	<u>Status: (Choose One)</u> INBOUND OUTBOUND
<u>Branch of Service: (Choose One)</u> USMC USN USA USAF DOD	<u>E-mail:</u>	

Lending Locker Policy:

- Items may be checked out only by accompanied personnel with command sponsored orders.
- Items must be returned in clean and usable condition.
- I agree to purchase and replace any item(s) damaged, rendered not serviceable or missing with a **NEW** and **EXACT** item.
- I understand money cannot be accepted in exchange for the item.
- Items must be returned by close of business on the specified due date.
- I understand that an extension may be granted by the IR&R staff, if contact is made prior to the initial due date.
- I understand all Loan Locker items are MCCS property and are provided for temporary use.
- Failure to return all borrowed items by required due date, will result in a delinquency notification that will be sent to the borrower's Commanding Officer.
- If items have not been returned, the IR&R office will request a Pay Adjustment Authorization (DD 139) be submitted to Disbursing.

Initial: _____
Initial: _____
Initial: _____
Initial: _____
Initial: _____
Initial: _____
Initial: _____
Initial: _____
Initial: _____

Item	Quantity	Initial	Item	Quantity	Initial
Dinner Plate			Dish Drainer		
Small Plate			Mixing Bowl		
Bowls			Colander		
Drinking Cup			Small Pot		
Coffee Mug			Medium Pot		
Silverware Tray			Large Pot		
Forks			Baking Sheet		
Spoons			Baking Pan		
Dinner Knife			Skillet		
Steak Knife			Toaster		
Pairing Knife			Coffee Maker		
Cooking Knife			Iron		
Spatula			Ironing Board		
Cooking Spoon			Laundry Basket		
Tongs			Car Seat		
Can Opener			Booster Seat		
Peeler			Stroller		
Liquid Measuring Cup			Plate Carrying Container		
Measuring Cup Set			Cup Carrying Container		
Measuring Spoon Set			Transportation Container		

* By signing this form I acknowledge full accountability and will abide by the Lending Locker Policy and Care Instructions.

RETURNED:
(FOR ADMIN USE ONLY)

Signature: _____ Date: _____ RECEIVED BY: _____ DATE: _____

FOR ADMIN USE ONLY:

Inventory Date (Items Issued):	Initial:	Inventory Date (Items Returned):	Initial:
---------------------------------------	-----------------	---	-----------------

Pots, Skillets, and Pans:

Use Proper Cooking Utensils: We recommend using plastic or wooden utensils for your cookware to maintain its appearance and performance. Refrain from cutting foods or using sharp utensils such as forks, knives, mashers, or whisks that can scratch the cooking surface.

Easy Maintenance: Allow your cookware to cool before cleaning. Cookware should be washed using gloves with hot sudsy water and a soft sponge or dishcloth. Do not use steel wool or other metal or abrasive pads that can scratch your cookware. After washing, rinse thoroughly and dry immediately. When food is stuck to your cookware, add cold water up to the point where the pot is clean of any food. Bring water to a boil, and let the food “cook” on medium heat for a half hour or until it loosens up. Use a wooden spatula to scrap the food loose. Let the water cool naturally on the stove, dump it out, and wash your cookware in warm detergent water, rinse, and towel dry. Careless stacking and crowding when storing your cookware may cause scratches or chipping of the ceramic interior surface.

Cleaning the Exterior: Your cookware has a smooth exterior finish making it easier to clean and maintain. Food residue or buildup on the exterior of your cookers can easily be removed with hot soapy water and a scrub pad while using gloves.

Essential Precautions: We recommend using a low to medium setting for most cooking, especially for our Cuisinart Brand cookware. For stainless steel cookware, we recommend to add your oil first, let the oil ripple, and then add your food. This prevents your food sticking to the bottom of the cookware causing hardened residue to build resulting in an abrasive cleaning. Never leave your cookware empty over a hot burner. Doing so can ruin the pan and may cause damage to the stovetop.

Baking Sheet:

Use Proper Cooking Utensils: This product is safe for use with metal spatulas, however, we recommend using plastic or wooden utensils for your cookware to better maintain its appearance and performance. Do not use utensils with sharp or serrated edges, and avoid pressing down hard on the pan when using metal spatulas.

Cover before Every Use: To alleviate most wear and tear and challenges when cleaning, we recommend covering the baking sheet with aluminum foil before every use. Do not use on stovetops, in a microwave or over a direct flame.

Cleaning: For best results, wash in warm, soapy water while using gloves. Rinse and towel dry. Do not clean with metal pads, steel wool, scouring pads or abrasive cleaners.

Cleaning Your Toaster:

1. While using gloves, wipe the outside of the toaster with a Lysol wipe and dry it with a paper towel. Do not use abrasive cleaners. Do not use pointed or sharp articles for cleaning the inside of the toaster. Do not immerse the toaster in water or any other liquid.
2. Lightly tap the sides of the toaster to dislodge any crumbs caught in the toast chamber. Remove the crumb tray and empty it. Wipe the tray clean with a damp cloth or place it in the top rack of your dishwasher for cleaning. Be certain to put the crumb tray back into the toaster before use. Empty the crumb tray frequently to avoid accumulation of crumbs in tray resulting to challenging cleaning. Accumulation of crumbs may also catch fire if not emptied periodically.
3. Wipe the top of the bread slots with a damp cloth and dry it with another cloth or paper towel.

Cleaning Your Coffee Maker:

Daily Cleaning: Always unplug the coffeemaker and allow cooling before cleaning. While using gloves, remove the filter basket, permanent filter (if available), decanter and decanter lid and wash them in a solution of hot water and mild liquid soap. Never use abrasive cleaners, steel wool pads or other abrasive materials. Dishwasher top rack safe parts: glass decanter and lid, filter basket and permanent filter. The water filter disk and thermal decanter are NOT dishwasher safe.

Before Returning: Minerals found in water will leave deposits in your coffeemaker affecting performance. To clean before returning to the Loan Locker, follow these instructions:

1. Pour cleaning solution (4 cups or 20 fl. Oz. of undiluted, white household vinegar) into the water reservoir.
2. Place an empty 10-12 cup basket-style paper filter into the filter basket and close lid.
3. Place the empty decanter back in the unit, centered on the warming plate.
4. Brew three cups of cleaning solution through the coffeemaker.
5. Turn the coffeemaker off and let stand for 30 minutes.
6. Run the remainder of the cleaning solution through the coffeemaker.
7. Discard the cleaning solution and rinse the decanter thoroughly with clean water.
8. Fill the water reservoir with clean, fresh water.
9. Place the empty decanter back on the coffeemaker, centered on the warming plate.
10. Remove and discard the paper filter used during the cleaning cycle.
11. Begin brewing and allow the full brew cycle to complete.
12. Repeat steps 8-11 one more time.
13. Now your coffeemaker is clean and ready to brew the next pot of delicious, hot coffee for another military family in need. Thank you!