



**UnityPoint Health**  
Des Moines  
Training Center

## *Equipment Reservation Form*

(please print)

|                     |
|---------------------|
| Requested By: _____ |
| Phone: (    ) _____ |

|                         |
|-------------------------|
| Pickup Date/Time: _____ |
| Return Date/Time: _____ |

| Quantity     | Description                              | Price Each | Total Price | Date Returned |
|--------------|--|------------|-------------|---------------|
|              | Manikin Set (1 Adult, 1 Child, 1 Infant) | 15.00      |             |               |
|              | Manikin Set (1 Adult, 1 Infant)          | 10.00      |             |               |
|              | Adult Manikin                            | 6.00       |             |               |
|              | Child Manikin                            | 6.00       |             |               |
|              | Infant Manikin                           | 6.00       |             |               |
|              | Extra Manikin Lung                       | 3.00       |             |               |
|              | Pocket Mask-Adult                        | 1.00       |             |               |
|              | Pocket Mask-Infant                       | 1.00       |             |               |
|              | Bag Valve Mask Device-Adult              | 5.00       |             |               |
|              | Bag Valve Mask Device-Infant             | 5.00       |             |               |
|              | AED Trainer                              | 25.00      |             |               |
|              | BLS DVD                                  | 10.00      |             |               |
|              | Heartsaver DVD                           | 10.00      |             |               |
|              | Heartsaver Pediatric DVD                 | 10.00      |             |               |
|              | Hands Only CPR Kit (10 Manikins)         | No charge  |             |               |
| <b>TOTAL</b> |  |            |             |               |

- I agree to reimburse UnityPoint Health Des Moines - TC for any damage to the equipment that occurred while in my care.
- I agree to replace any missing part(s) not included in the package returned to UnityPoint Health-Des Moines TC.
- I agree to follow and communicate the "Handling CTC Equipment" guidelines (see next page).
- I agree to notify UnityPoint Health-Des Moines TC of any problems with the equipment or damage immediately so repairs may be made promptly.
- I agree to pay \$10 per day for equipment returned after specified end date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return Completed Form to:  
 DM\_CTC@unitypoint.org or fax to (515) 241-5038  
 UnityPoint Health-Des Moines Training Center  
 c/o Simulation Education Center  
 1200 Pleasant Street  
 Des Moines, IA 50309  
 (515) 241-6811

## Handling CTC Equipment:

### Pocket Masks

- Infant pocket masks should **NEVER** be placed inside of adult pocket masks.
- Participants should not be wearing lip balm, lipstick, etc. Participants should not be chewing gum while using manikins.

### AED's

- EKG pads must be sealed in their bags when not in use. This will prevent pads from drying out.

## Returning Equipment:

### ➤ ALL EQUIPMENT

- Decontaminate with Clorox wipes.

### ➤ Pocket Masks:

- Infant & adult pocket masks must be stored separately when not in use. Do not place infant masks inside the adult masks.

### ➤ Manikins:

- Remove and dispose of lungs.
- **DO NOT remove faces!**
- Remove adult heads when placing manikins back in blue bags.

### ➤ Issues

- Report any equipment issues upon return.

Thank you!

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