

Smart Building Center Tool Lending Library Policy

The Smart Building Center Tool Lending Library (“TLL”) loans building measurement equipment free of charge to professionals working on short term commercial and industrial energy efficiency projects in the states of Washington and Oregon. Typical loan durations range from one to four weeks.

There are special considerations or borrower qualifications for some of the equipment in the TLL. This document describes the specific policies around these tools.

Response Time guidelines

The TLL responds to an online tool request by email generally within 1-3 business days with information regarding tool availability and additional information about the project if needed. After the borrower confirms the loan, it takes one or more days (depending on the size of the loan) to prepare the instruments and make them available for pick up at our Seattle location.

The TLL can ship tools directly to customers. The borrower is responsible for the care and cost of returning the tool and all associated components in good working condition. Some instruments are few in number and may have waiting lists established. Be sure to confirm availability via e-mail before making any project commitments that require tools from the TLL.

Specific Equipment Considerations

Electrical Power Meters

Any tool borrowed from the TLL requiring installation in a motor control center or any other location with line voltage (any voltage above 12v), must be installed by a licensed, qualified electrician. Customers agree to hire a qualified electrician before borrowing power meters from the TLL.

Infrared Camera and Ultrasonic flow meters

In some cases the TLL requires borrowers to furnish documentation of sufficient business liability insurance to cover up to ten thousand dollars (\$10,000) for loss or damage to the TLL instruments. Normally, these instruments are picked up from and hand-delivered back to the TLL when borrowed. This minimizes the chance of shipping damage and delays.

IR Camera loan periods are a maximum of one (1) week. Borrowers must provide documentation of commercial general liability insurance.

Ultrasonic flow meters are challenging to set up and operate properly. The TLL recommends that someone experienced in the use of ultrasonic flow measurement equipment conduct the setup and monitoring to help ensure the resulting data is accurate.

LightWave Research Smoke Generator

The vapor generated from this equipment can be an irritant. Borrowers should use the smoke generator in unoccupied spaces, and control the amount of vapor generated to allow only the minimal concentration of smoke to fill the room that is needed for analysis. Do not leave the generator unattended when operating.

Strobe tachometers

The strobe tachometers should not be used around individuals with photosensitive epilepsy, a form of epilepsy in which seizures are triggered by visual stimuli such as flashing lights.

Software

Data logger and other proprietary software programs associated with tools in the TLL are made available to the tool borrower for the duration of the loan. Borrowers agree to un-install these programs after the tools are returned.

Other policy limitations:

Lost or damaged tools

Tool borrowers agree to return equipment in the same condition they were in when borrowed. Borrowers who lose or damage equipment agree to replace the equipment with identical make and model tools. Borrowers who lose or damage equipment will have their borrowing privileges revoked until the equipment is replaced.

Late Returns

Tool borrowers agree to return equipment within the specified time frame. The TLL reserves the right to suspend borrowing privileges of customers who return tools past the due date.