



**Sonoma County Energy Independence Program
Tool Lending Library
TOOL REQUEST FORM**

A [Tool Request Form](#) must be submitted each time an item is borrowed. Please note that lead time on loan requests is subject to availability and demand. To avoid disappointment, please await a reply from TLL@sonoma-county.org to assure the equipment you need is available for your project.

DATE	BORROWER NUMBER
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1. Borrower Information

Enter contact information for the person who will be responsible for the tools.

BORROWER FULL NAME	BORROWER COMPANY/ORGANIZATION		
BORROWER ADDRESS	BORROWER CITY	STATE	ZIP CODE
BORROWER PHONE NUMBER ()	BORROWER MOBILE PHONE NUMBER ()		
BORROWER FAX NUMBER ()	BORROWER EMAIL		

2. Project Information (Where will tools be used?)

PROJECT OR BUILDING NAME			
PROJECT OR BUILDING ADDRESS	CITY	STATE CA	ZIP CODE

3. Requested Tools and Project Description

Please list which tools you are wishing to borrow. Describe what you want to learn from your study? List what needs to be measured? Note that a specific tool may not be available and we cannot guarantee availability.

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4. Requested Loan Period

Allow at least 2 or 3 days lead time. Duration for Loan - Loans are typically short-term (up to 1 week). Data loggers may be loaned out for longer periods, depending on the project type and the availability of the requested tools.

START DATE	RETURN DATE
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5. Potential Post-measurement Actions

Please describe possible energy conservation measures (ECMs) and/or demand reduction strategies that you may implement as a result of using these tools (i.e. repair and/or retrofit work, equipment replacement, installing new control system, etc).

Important, please read:

Borrower (hereinafter "Borrower" means anyone borrowing equipment from the Sonoma County Energy Independence Program Tool Lending Library) agrees that in no event shall SCEIP be liable to the Borrower for any damages arising out of or connected with this tool loan. Borrower will review the specifications of this equipment and will be aware of its limitations and uses. Misapplication of the equipment, injury of any type sustained during installation or damage to the Borrower's facility or equipment shall be the Borrower's responsibility. Installation of tools in mechanical equipment rooms or other potentially hazardous areas should be done by qualified personnel experienced with mechanical operating systems. The tools are intended for projects that identify or quantify energy savings opportunities in buildings. Power monitoring equipment in the Tool Lending Library is not revenue grade and is not to be used to verify utility billing data. If borrowed, data logger software will not be copied or used beyond the term of the loan. The tools are made available through funding from California Workforce Investment Board and managed by the Sonoma County Energy Independence Program. Borrowers are required to fill out a survey form after using the TLL Program in order to track the success of creating a clean energy workforce. Borrower shall maintain insurance and comply with all other requirements of the [SCEIP Tool Lending Library Policy](#). The Borrower assumes full responsibility for the use and return of the borrowed equipment and all accessories in full working order and for the repair or replacement costs of damaged or unreturned components. Borrower agrees to indemnify and defend the County of Sonoma and its employees and agents from any claims or liabilities arising from Borrower's actions in borrowing or using the equipment from the Tool Lending Library. Borrower agrees to waive any claims against the County, its employees, and agents related to Borrower's actions in borrowing or using the equipment from the Tool Lending Library.

Agreement

I have read this form in its entirety and agree to its statements.

 NAME (PLEASE PRINT) _____ SIGNATURE

FOR OFFICE USE ONLY	CERTIFICATION PROVIDER	CSLB, LICENSE, OR CERTIFICATION NO	EXPIRATION DATE	STAFF INITIALS
<input type="checkbox"/> Borrower App on file				
<input type="checkbox"/> Certification Verified				
<input type="checkbox"/> Identification Verified				
<input type="checkbox"/> Insurance Verified				



**Sonoma County Energy Independence Program
 TOOL LENDING LIBRARY**

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TLL@sonoma-county.org
www.sonomacountyenergy.org

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