



USE OF SHAMROCK CO-OP EQUIPMENT POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, A POLICY REGARDING USE OF SHAMROCK CO-OP EQUIPMENT WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors: October 7, 2013

Date confirmed by the Members: November 17, 2013

PREAMBLE

Shamrock Co-op has various types of equipment for the use of the Members.

We have lawn mowers, push lawn mower, trimmer/edgers, gardening tools; composters, rain barrels, pressure washer; hand tools.

From time to time the Co-op's Board of Directors may add equipment to improve the buildings, or to improve safety, or to make certain tasks easier and safer to perform.

Shamrock purchases this equipment at considerable cost and we need all Members to take care when using any of the Co-op's equipment.

All gardening equipment is kept locked up. A list of shed key holders is posted on the garden shed door and on the office door. Please do not contact shed key holders after dark or before 8 am. During office hours you can have one of the office staff open the shed for you. The shed key holder will sign the equipment out/in.

GARDEN POWER EQUIPMENT AND PRESSURE WASHER

For safety reasons the Shed key holder or office staff will only give out garden power equipment and pressure washer when the member wears closed toed shoes.

Shamrock Co-op will provide training/demonstration on how to use the equipment. Each member will have to know how to use the equipment before they can have it signed out for their use. When you use any of Shamrock's equipment you shall return it in the same state you received it. If you notice any defects please report it when you return the equipment. When returning lawn mowers or trimmer/edger please advise the shed key holder if the battery needs recharging or if the gas tank needs refilling.

Before using any equipment please read operating instructions on the equipment.

Riding lawn mower is for use in common areas and shall be used only by designated qualified Members.



When equipment is signed out for your use you are responsible for the equipment until you return it and it has been signed back in by the shed key holder. This means you cannot pass it on to another member. The equipment can be used by children 14-16 years under supervision of an adult.

GARDEN TOOLS AND HAND TOOLS

These are kept in the shed as well. Members can sign them out, use them for the job they were designed to do. Return them in the same state as you received them, report any problems, defects promptly to the shed key holder.

COMPOSTERS

Townhouses may have their own composters as long as they are used properly and maintained, do not emanate smells and do not become an eye sore for neighbours and other Members.

RAIN BARRELS

Shamrock Co-op has rain barrels in common areas around the co-op. Members are encouraged to use the water in the barrels for watering plants. Members shall not open the lids nor remove the lids.

VARIOUS EQUIPMENT

A member receiving equipment for their unit, shall keep that equipment in good repair.

The member may be charged for partial or full replacement cost of equipment if it breaks through misuse or negligence. The member shall not allow children to play on, or with the equipment.

Carpet cleaning equipment is for use in common areas and only designated staff and Members are allowed to use it. The Co-op has three (3) vacuum cleaners, for use in common areas only by designated staff and Members.

A list of trained Members shall be kept in the sign out/in binder in the shed and tractor room as well as in the office.