CINCINNATI HEALTH DEPARTMENT
HEPA VACUUM LOAN AGREEMENT GUIDELINES

- **PICK UP TIMES** - VACUUM CLEANERS WILL BE AVAILABLE FOR PICK UP OR DROP OFF BY APPOINTMENT ONLY BETWEEN 9:30 AND 4:30, MONDAY THROUGH FRIDAY. PLEASE CALL ROCHELLE AT 357-7420 TO RESERVE A VACUUM AND/OR SCHEDULE AN APPOINTMENT FOR PICK-UP OR DROP-OFF.

- **LOCATION** - ALL PICK-UPS WILL BE AT THE HEALTH DEPARTMENT'S 3101 BURNET AVE OFFICE. YOU MAY PARK YOUR CAR IN THE BACK DRIVEWAY OF THE BUILDING FOR LOADING AND UNLOADING OF VACUUM IF SPOTS ARE AVAILABLE. YOUR CAR MAY NOT BLOCK OTHERS FROM USE OF THE DRIVEWAY.

- **RENTER'S AGREEMENT** – A RENTER'S AGREEMENT MUST BE SIGNED WHEN PICKING UP THE VACUUM CLEANER. YOU MUST PRESENT A VALID OHIO DRIVER'S LICENSE FOR VERIFICATION AT TIME OF PICK-UP AS WELL AS A DEPOSIT (SEE BELOW).

- **DEPOSIT** - A DEPOSIT OF $100.00 IN THE FORM OF A CHECK OR MONEY ORDER ONLY WILL BE REQUIRED AT TIME OF PICK UP. THIS WILL BE REFUNDED AT TIME OF DROP OFF PROVIDED ALL PIECES ARE RETURNED AND THE VACUUM IS RETURNED CLEANED. DEPOSIT WILL BE KEPT IN THE LEAD PROGRAM OFFICE. NO CASH WILL BE ACCEPTED!

- **INVENTORY** - A COMPLETE LIST OF PARTS AND THE VACUUM'S SERIAL NUMBER WILL BE KEPT AS PART OF YOUR AGREEMMENT. ALL OF THE INVENTORIED ITEMS MUST BE RETURNED AT THE TIME OF DROP OFF.

- **CONDITION** - THE VACUUM AND ITS ASSOCIATED PARTS MUST BE RETURNED IN CLEAN CONDITION IN ORDER TO AVOID FORFEITING PART OR ALL OF YOUR DEPOSIT

- **USAGE** - THE VACUUM CLEANER SHOULD BE USED ACCORDING TO THE INSTUCTIONS ON THE ACCOMPANYING VIDEO TAPE

- **DAMAGES** - THE RENTER OF THIS EQUIPMENT IS RESPONSIBLE FOR ALL DAMAGES AND REPLACEMENT OF MISSING PARTS.

- **COLLECTION BAG** – THE RENTER IS RESPONSIBLE FOR DISPOSING OF THE COLLECTION BAG PRIOR TO DROP OFF AT THE HEALTH DEPARTMENT. COLLECTION BAGS MAY BE SET OUT WITH YOUR REGULAR TRASH.

- **RENTAL PERIOD** -VACUUMS MAY BE RENTED FROM UP TO ONE WEEK . LONGER RENTAL PERIODS ARE POSSIBLE UNDER CERTAIN CIRCUMSTANCES

- **FAILURE TO RETURN** - ANYONE NOT RETURNING THE EQUIPMENT IS SUBJECT TO CRIMINAL PROSECUTION.