

# Loan Locker Agreement

**For Admin Use Only:**

<b>Today's Date:</b>	<b>Due Date:</b>	<b>Extension Date:</b>
<b>Check-Out Technician:</b>	<b>Check In Technician:</b>	<b>14 day ROM Completion date:</b>

**For Customer Use:**

<b>Last Name, First Name:</b>	<b>Rank / Grade / FM:</b>	<b>Command / Unit:</b>
<b>Branch of Service:</b>	<b>EDIPI:</b>	<b>Unit Phone:</b>
<b>Cell Phone:</b>	<b>Email Address:</b>	<b>Inbound / Outbound:</b>

#	Item:	#	Item:	#	Item:
	Dinner Plate		Can Opener		Coffee Maker
	Saucer (Small Plate)		Peeler		Iron
	Bowls		Liquid Measuring Cup		Ironing Board
	Drinking Glass		Measuring Cup Set		Laundry Basket
	Coffee Cup		Measuring Spoons		Booster Seat
	Silverware Tray		Dish Drainer		Stroller
	Forks		Mixing Bowl		Car Seat
	Spoons (Tea/Soup)		Colander (Strainer)		Plate Carrying Containers
	Dinner Knife		Small Pot		Cup Carrying Container
	Steak Knife		Medium Pot		Transportation Container
	Paring Knife		Large Pot	<b>Check-In Stamp:</b>	
	Utility Knife		Baking Sheet		
	Spatula		Baking Pan		
	Cooking Spoons		Skillet		
	Tongs		Toaster		

- I acknowledge responsibility for the condition and return of the items listed above: \_\_\_\_\_
- I will ensure items are returned "CLEANED WITH HOT SOAPY WATER WHILE USING GLOVES" and in a "REUSABLE" condition: \_\_\_\_\_
- I agree to purchase and replace any item(s) damaged, rendered not serviceable or missing with a **NEW ITEM**. I understand money cannot be accepted in exchange for the items: \_\_\_\_\_
- I understand all Loan Locker items are MCCS property and provided for temporary use at no cost to me. Items must be returned to the Loan Locker on or before the due date listed above. Failure to return the items by required due date will result in notification of my command leadership: \_\_\_\_\_
- For a one-time 30 day extension, I must contact the Marine & Family Programs office for pre-approval: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Camp Kinser, Bldg. 1220 - Phone: 637-2815 | Camp Courtney, Bldg. 4425 - Phone: 622-7332  
 Camp Foster, Bldg. 445 - Phone: 645-8395/2104 | Camp Hansen, Bldg. 2339 - Phone: 623-4522

**PRIVACY ACT—1974 AS AMENDED APPLIES:** This document contains information which must be protected IAW DoD 5400.11 and is For Official Use Only (FOUO). Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

**For Admin Use Only**

<b>Inventory Entry:</b>	<b>Out Date:</b>		<b>Initial</b>		<b>In Date:</b>		<b>Initial</b>	
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# Care Instructions

🙏 Thank you for taking time to read our Loan Locker Care Instructions.  
Help us preserve our loaner items to support other military families just like you!

## Pots, Skillets, and Pans:

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**Use Proper Cooking Utensils:** We recommend using plastic or wooden utensils for your cookware to maintain its appearance and performance. Refrain from cutting foods or using sharp utensils such as forks, knives, mashers, or whisks that can scratch the cooking surface.

**Easy Maintenance:** Allow your cookware to cool before cleaning. Cookware should be washed using gloves with hot sudsy water and a soft sponge or dishcloth. Do not use steel wool or other metal or abrasive pads that can scratch your cookware. After washing, rinse thoroughly and dry immediately. When food is stuck to your cookware, add cold water up to the point where the pot is clean of any food. Bring water to a boil, and let the food “cook” on medium heat for a half hour or until it loosens up. Use a wooden spatula to scrap the food loose. Let the water cool naturally on the stove, dump it out, and wash your cookware in warm detergent water, rinse, and towel dry. Careless stacking and crowding when storing your cookware may cause scratches or chipping of the ceramic interior surface.

**Cleaning the Exterior:** Your cookware has a smooth exterior finish making it easier to clean and maintain. Food residue or buildup on the exterior of your cookers can easily be removed with hot soapy water and a scrub pad while using gloves.

**Essential Precautions:** We recommend using a low to medium setting for most cooking, especially for our Cuisinart Brand cookware. For stainless steel cookware, we recommend to add your oil first, let the oil ripple, and then add your food. This prevents your food sticking to the bottom of the cookware causing hardened residue to build resulting in an abrasive cleaning. Never leave your cookware empty over a hot burner. Doing so can ruin the pan and may cause damage to the stovetop.

## Baking Sheet:

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**Use Proper Cooking Utensils:** This product is safe for use with metal spatulas, however, we recommend using plastic or wooden utensils for your cookware to better maintain its appearance and performance. Do not use utensils with sharp or serrated edges, and avoid pressing down hard on the pan when using metal spatulas.

**Cover before Every Use:** To alleviate most wear and tear and challenges when cleaning, we recommend covering the baking sheet with aluminum foil before every use. Do not use on stovetops, in a microwave or over a direct flame.

**Cleaning:** For best results, wash in warm, soapy water while using gloves. Rinse and towel dry. Do not clean with metal pads, steel wool, scouring pads or abrasive cleaners.

## Cleaning Your Toaster:

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1. While using gloves, wipe the outside of the toaster with a Lysol wipe and dry it with a paper towel. Do not use abrasive cleaners. Do not use pointed or sharp articles for cleaning the inside of the toaster. Do not immerse the toaster in water or any other liquid.
2. Lightly tap the sides of the toaster to dislodge any crumbs caught in the toast chamber. Remove the crumb tray and empty it. Wipe the tray clean with a damp cloth or place it in the top rack of your dishwasher for cleaning. Be certain to put the crumb tray back into the toaster before use. Empty the crumb tray frequently to avoid accumulation of crumbs in tray resulting to challenging cleaning. Accumulation of crumbs may also catch fire if not emptied periodically.
3. Wipe the top of the bread slots with a damp cloth and dry it with another cloth or paper towel.

## Cleaning Your Coffee Maker:

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**Daily Cleaning:** Always unplug the coffeemaker and allow cooling before cleaning. While using gloves, remove the filter basket, permanent filter (if available), decanter and decanter lid and wash them in a solution of hot water and mild liquid soap. Never use abrasive cleaners, steel wool pads or other abrasive materials. Dishwasher top rack safe parts: glass decanter and lid, filter basket and permanent filter. The water filter disk and thermal decanter are NOT dishwasher safe.

**Before Returning:** Minerals found in water will leave deposits in your coffeemaker affecting performance. To clean before returning to the Loan Locker, follow these instructions:

1. Pour cleaning solution (4 cups or 20 fl. Oz. of undiluted, white household vinegar) into the water reservoir.
2. Place an empty 10-12 cup basket-style paper filter into the filter basket and close lid.
3. Place the empty decanter back in the unit, centered on the warming plate.
4. Brew three cups of cleaning solution through the coffeemaker.
5. Turn the coffeemaker off and let stand for 30 minutes.
6. Run the remainder of the cleaning solution through the coffeemaker.
7. Discard the cleaning solution and rinse the decanter thoroughly with clean water.
8. Fill the water reservoir with clean, fresh water.
9. Place the empty decanter back on the coffeemaker, centered on the warming plate.
10. Remove and discard the paper filter used during the cleaning cycle.
11. Begin brewing and allow the full brew cycle to complete.
12. Repeat steps 8-11 one more time.
13. Now your coffeemaker is clean and ready to brew the next pot of delicious, hot coffee for another military family in need. Thank you!