

Loan Locker Agreement

Today's Date:	Due Date:	Extension Date: Technician: (Initials)
51 Aug 1	1 Sep 15	
Last Name/First Name	Rank/Grade	Cell Phone:
Smith, John	03	090-1234-5678
Address:	Command/Unit	Unit Phone:
PSC 555 Box 1213 FPO AP 96379	MCB	645-1234
Branch of Services:	Check Out Technician: (Initials)	Check In Technician: (Initials)
USMC		

Sample for Customer.

#	Item	#	Item	#	Item
5	Dinner Plate	1	Tong	1	Coffee Maker
0	Saucer	1	Can Opener	1	Iron
5	Bowls	1	Peeler	1	Ironing Board
5	Drinking Glass	1	Liquid Measuring Cup	1	Laundry Basket
2	Coffee Cup	1	Measuring Cup Set	0	Booster Seat
1	Silverware Tray	1	Measuring Spoons	0	Stroller
5	Forks	0	Dish Drainer	1	Car Seat
5	Teaspoons	1	Mixing Bowl	1	Container
5	Soup Spoons	1	Colander	Notes/ Comments Please circle: Inbound or Outbound <div style="background-color: yellow; border: 1px solid red; padding: 5px; display: inline-block;">Please Circle.</div>	
5	Dinner Knife	0	Small Pot		
2	Steak Knife	1	Medium Pot		
1	Paring Knife	1	Large Pot		
1	Utility Knife	1	Baking Sheet		
1	Spatula	0	Baking Pan		
1	Cooking Fork	1	Skillet		
1	Cooking Spoon	1	Toaster		

*I acknowledge responsibility for the condition and return of the items listed above _____

*I will ensure items are returned "CLEANED" and in "REUSABLE" condition. _____

*I agree to replace any item(s) damaged, rendered unserviceable or missing; with a NEW ITEM purchased with a receipt. I understand money cannot be accepted in exchange for the items. _____

*I understand all Loan Locker items are military property and provided 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 to command leadership.** _____

Please Initial, Sign & Date after receiving the items.

Signature: _____ **Date:** _____

Camp Kinser - Bldg. 1220 - Phone: 637-2815 Camp Courtney - Bldg. 4425 - Phone: 622-7332

Camp Foster - Bldg. 445 - Phone: 645-8395 Camp Hansen - Bldg. 2339 - Phone: 623-4522

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For Admin Use Only

Excel Checked	Out Date:		Initial		In Date:		Initial	
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Care Instructions

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

Pots, Skillets, and Pans

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 by hand 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. 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 cookware can easily be removed with hot soapy water and a scrub pad.

Essential Precautions: We recommend using a low to medium setting for most cooking, especially for our Cuisinart Brand cookware. This prevents food from being burned 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

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, hand wash in warm, soapy water. Rinse and towel dry. Do not clean with metal pads, steel wool, scouring pads or abrasive cleaners.

Cleaning Your Toaster

1. Wipe the outside of the toaster with a damp cloth and dry it with another cloth or 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

Daily Cleaning: Always unplug the coffeemaker and allow cooling before cleaning. 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!