



**Rebuilding  
Together.**

Arlington/Fairfax/Falls Church

## Tool Library User Agreement

Rebuilding Together AFF's "Tool Library" allows approved Project Leaders to borrow a limited number of specialized tools at no charge. Some tools in the Tool Library are RT-AFF's; others are owned by volunteers who have agreed to lend their tools. Each tool has a designated "Custodian" who maintains the tool at a location of their choice. RT-AFF provides Project Leaders access to the list of available tools, the general location of each tool, and how to contact the Custodian. To borrow a tool, Project Leaders contact the Custodian directly to arrange pickup and return of the tool. Tools that pose special risks or require special skills will only be available if "the operator comes with the tool."

By completing and signing this form I request to join RT-AFF's Tool Library and agree to the terms of use set forth below:

### The Custodian of each tool in RT-AFF's Tool Library agrees to:

1. Clearly mark the tool's ownership and keep it in a secure location.
2. Maintain the tool in good working order with appropriate bits, blades, and supplies.
3. Request reimbursement from RT-AFF of tool-related expenses, supported by receipts.
4. Respond to a Borrower's request to borrow a tool within 24 hours, if possible.
5. Coordinate with the Borrower to schedule the tool's pickup and return.
6. Brief the Borrower on the tool's use and safety measures, as appropriate.
7. If you are an "operator who comes with the tool," try to accommodate the Borrower's schedule.
8. Report any problems encountered with a Borrower to RT-AFF.

### The Borrower of each tool in RT-AFF's Tool Library agrees to:

1. Coordinate with the tool Custodian to schedule the tool's pickup and return (or to schedule a convenient time if the "operator comes with the tool").
2. Keep the tool in a secure location and use it for its intended use.
3. Ensure that any person who uses any tool is qualified in its safe use.
4. Return the tool to the Custodian on time, or arrange for a time extension.
5. Report to the Custodian any problems encountered or needed replacement blades, bits, etc.

### Release from Liability

I realize that using any tool may involve risk of personal injury, death, or damage to property. In consideration of the opportunity to participate in the Tool Library, I agree to release from liability the tool Custodian and RT-AFF. This constitutes a complete and unconditional waiver and release to the tool Custodian and to RT-AFF and its officers, directors, employees, and volunteers.

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

City and Zip \_\_\_\_\_ Signature: \_\_\_\_\_

Submit this completed Agreement to Don Ryan at [donryan@gmail.com](mailto:donryan@gmail.com). Contact Don for additional information or if you have a tool you would like to add to the Library at 703-508-0035.



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## Tool Library Checkout Form

To participate in Rebuilding Together AFF's Tool Library, an individual must complete the Tool Library User Agreement, submit the signed Agreement to RT-AFF, and be in good standing. The Tool Library User Agreement details the basic responsibilities of both the tool Borrower and Custodian and governs the loan of any tool.

This Tool Checkout Form documents the specifics of the loan of any tool. To pick up a tool, the Borrower completes and signs this form, which the tool Custodian keeps until the tool is returned.

If the Borrower is unable to return the tool by the scheduled date of return, the Borrower agrees to notify the Custodian, request a time extension, and return the tool as soon as possible.

### Tool Checkout

General Description of Tool \_\_\_\_\_

Specifics about the Tool \_\_\_\_\_

Any bits, blades, or supplies \_\_\_\_\_

Demonstration of Tool's Use and Safety Features: Provided \_\_\_\_ Declined \_\_\_\_

Date Checked Out \_\_\_\_\_ Scheduled Date of Return \_\_\_\_\_

### Borrower

Name: \_\_\_\_\_ Organization (if any): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

City and Zip \_\_\_\_\_ Signature: \_\_\_\_\_

### Tool Custodian

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## RT-AFF Tool Library – Inventory 2018

<u>General Description</u>	<u>Tool Details</u>	<u>Custodian</u>
Belt sander	Corded electric, Rigid	Don Ryan
Belt sander	Corded, electric	Jim Dillon
Builder's level	Tripod & scope for elevations	Peter Duryea
Extension ladder	12' aluminum	Don Ryan
Extension ladder	22' aluminum	Jim Dillon
Hammer drill	Corded elec., Bosch heavy duty	Don Ryan
Jigsaw	Light duty	Don Ryan
Oscillating tool	Corded electric, Rigid Multitool	Don Ryan
Painter's plank	Aluminum, extends to 12'	Peter Duryea
Planer	Corded electric hand planer	Ken Mittelholtz
Post hole digger	Manual	Don Ryan
Power washer	Gasoline	Don Ryan
Sawsall	Corded electric, Dewalt	Don Ryan
Scaffolding	Steel, adjustable for stairs	Peter Duryea
Table saw	Dewalt, portable	Don Ryan
Table saw	Portable	Jim Dillon
Tile saw	Water reservoir for cooling	Bard Jackson
Toilet auger	Hand crank	Jim Dillon
Power auger	6" and 12" bits	Jim Dillon
Framing nailer	Pneumatic with compressor	Jim Dillon
Finish nailer	Pneumatic with compressor	Jim Dillon
Finish nailer	Rechargable Dewalt	Don Ryan
Router and template	For morticing door hinges	Mike Smith

### Contact Information for the Custodians:

<u>Name</u>	<u>Location</u>	<u>Email</u>	<u>Phone</u>
Jim Dillon	Annandale	JJDill3076@aol.com	703-677-6033
Peter Duryea	Fairfax	pdur.ea@gmail.com	202-413-5997
Bard Jackson	Falls Church	bard.jackson105@gmail.com	571-730-8444
Ken Mittelholtz	Annandale	kcmittelholtz@gmail.com	703-407-8907
Don Ryan	Arlington	donryanemail@gmail.com	703-508-0035
Mike Smith	Burke	mjsmith@his.com	571-214-1809