

AAC Lab - Equipment and Software Lending and Usage Procedures

To schedule recurring AAC equipment usage throughout the academic quarter,

Step 1: Ensure that a supervisor has approved your using the equipment

Step 2: In the AAC lab, on the cabinet door, find the “AAC Quarterly Schedule”

(A) Ensure that your request does not interfere with a group therapy session or other previously made schedules

(B) Write your name along with the device, device number (if applicable), or software being used in an open time slot on the “AAC Quarterly Schedule”

Step 3: At each scheduled check-out session, the clinician must also sign-in and sign-out the equipment - **this document is a ledger placed directly under the “AAC Quarterly Schedule” on the cabinet door. This must be filled out at both check-in and check-out**

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To check-out AAC equipment for unscheduled or short-term use,

Step 1: Ensure that a supervisor has approved your using the equipment

Step 2: In the AAC lab, on the cabinet door, find the “AAC Quarterly Schedule”

(A) Ensure that the equipment is not scheduled to be in-use during your requested time

of need - only available devices during unscheduled time slots will be available for use

Step 3: Sign-in and sign-out the equipment - **this document is a ledger placed directly under the “AAC Quarterly Schedule” on the cabinet door. This must be filled out at both check-in and check-out**