

RETURNED EQUIPMENT POLICY: BINS AND CABINETS

STANDARD INFORMATION:

NORMAL WEAR AND TEAR IS USUALLY CONSIDERED TO BE 1 OR 2 SLIGHT DINGS, SCRATCHES, LOCKS THAT FAIL, AND LOCKS THAT HAVE KEYS SNAPPED OFF IN THEM DUE TO NORMAL WEAR.

CABINET TOPS CANNOT HOLD MORE THAN 5 REAMS OF COPY PAPER. FOR EXAMPLE: NO SITTING, NO CASES OF COPY PAPER, MINI-FRIDGE, ETC.

MAINTENANCE FEES:

- 1) SIGNS OF TAMPERING WITH LOCKS OR SIGNS OF SOMEONE TRYING TO BREAK INTO THE EQUIPMENT, REPAIR FEE \$25.00 (IF CONTAINER IS REPAIRABLE)
- 2) BROKEN KEY IN LOCK NOT DUE TO NORMAL WEAR \$15.00
- 3) BROKEN CABINET HINGE DUE TO OVER STUFFING, REPAIR FEE \$15.00. (IF CONTAINER IS REPAIRABLE)
- 4) BROKEN CABINET LATCH DUE TO EITHER SLAMING DOOR SHUT OR OVER STUFF CABINET, REPAIR FEE \$15.00 (IF CONTAINER IS REPAIRABLE)
- 5) REPLACEMENT KEYS TO AUTHORIZED CONTACTS \$10.00

RETURNED EQUIPMENT RECONDITIONING FEES:

- 1) DEEP DINGS/GOUGES TO ANY PART OF A CABINET, THERE IS A \$35.00 FEE
- 2) EQUIPMENT THAT HAS BEEN DAMAGED BY PAINT, MARKERS OR A SUBSTANCE THAT IS DIFFICULT TO REMOVE, REPAIR FEE \$25.00

INSTANCES WHERE CONTAINER(S) WILL BE CHARGED FULL REPLACEMENT COST OF \$100

1. WATER DAMAGE

- a. CABINETS CANNOT SIT IN AREAS OF WATER. IN EXAMPLE FROM DRIPPING FAUCETS OR WET MOPPING. SUCH DAMAGE WILL RENDER THE CABINET A TOTAL LOSS, THE FEE WILL BE \$100.00

2. MISPLACED, MISSING OR NOT RETURNED

- A. IF THE CONTAINER CANNOT BE RETURNED DUE TO BEING LOST, MISPLACED, LEFT AT A CLOSED OFFICE, OR ANY OTHER REASON THE CONTAINER IS NOT RETURNED.

3. UNREPAIRABLE DAMAGE

- A. THIS WOULD BE ANY DAMAGE THAT WE CANNOT FIX FOR LESS THAN \$100.00 IN LABOR AND / OR SUPPLIES.