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**MARK RUTHERFORD
SCHOOL**

Mark Rutherford School Harpur Trust Portable Planetarium Collection and Return Checklist.

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 [mark_rutherford](https://twitter.com/mark_rutherford)  [Mark Rutherford School](https://www.facebook.com/MarkRutherfordSchool) Company Number: 8316719



Collection and Return Checklist

Please note that you are responsible for the equipment from when you collect it until you return it.

Please complete this check list each time the equipment is handed over.

In certain instances the equipment may be delivered to you and collected from you either by Mark Rutherford School or by the next school that is borrowing it.

**REPORT any concerns or damage immediately to
MRS on Planetarium@mrus.co.uk**

School/Organisation :

Date of Collection :

Date of return :

Person Responsible :

Item	Sign out			Sign in		
	Initial		Discrepancy	Initial		Discrepancy
	MRS	Sch				
Loan agreement Signed						
Planetarium in brown box (quite heavy)						
Portable hard disk with all videos on it connected to a USB multiplier (Yellow tape)						
Box of torches						
3 Blue metal (9 LED)						
1 Rubber (9 LED)						
5 small metal torches (3 LED)						
1 metal UV (9 LED)						

Collection and Return Checklist

1 UV light and torch						
Mouse and 'dongles' connected to a USB multiplier (Yellow tape)						
Keyboard						
Small keyboard in bag						
Light						
Blue box file with long cables in (usually retained by MRS)						
White double extension						
Kettle lead (Purple tape)						
6m Inflatable dome in blue bag (HEAVY)						
Blue blower						
40m Extension reel (may on occasion be 20m instead)						
Speakers						
Sub Woofer						
2 satellite speakers						
Euro 8 power lead						
Volume control						
Monitor (HDMI cable with Red Tape)						

Collect

Return

Signed:

Print Name:

Date:

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