

MOVE Equipment Manager Checklist (Revised 11.2.17)

Weekly Duties

- _____ Wipe down/Clean each piece of equipment
- _____ Return each piece of equipment to its designated location in the hall/classroom
- _____ Make sure all prompts are organized and in their designated drawer/location
- _____ Notify Amber and/or Linda of any broken or malfunctioning pieces via Maintenance Request Form
- _____ Take inventory of equipment as outlined below

Alternating Week Duties

- _____ Clean and sanitize all Room 13 Activity Chairs (SM___MD___ LG ___)
- _____ Clean and sanitize all Room 14 Activity Chairs (SM ___ MD___ LG___)

	Description (Number/Size/Color)- Location	Prompts (On Device)
Gait Trainer	1/Extra Large/Champagne- Hallway	<input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Trunk Prompt <input type="checkbox"/> Pelvic Prompt (L) <input type="checkbox"/> 2 Handholds <input type="checkbox"/> Ankle Prompts
	1/Large/Green- Classroom 14 (*Trunk Prompt in Therapy Gym Storage)	<input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Pelvic Prompt (L) <input type="checkbox"/> 2 Handholds <input type="checkbox"/> 2 Hand loops <input type="checkbox"/> Ankle Prompts
	2/Large/Green- Hallway	<input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Trunk Prompt <input type="checkbox"/> Pelvic Prompt (M) <input type="checkbox"/> 2 Handholds <input type="checkbox"/> Ankle Prompts

<p>3/Large/Blue- Classroom 13</p> <p>(*Trunk Prompt in Therapy Gym Storage)</p>	<p><input type="checkbox"/> Right/Left Forearm Prompt</p> <p><input type="checkbox"/> Pelvic Prompt (M) (in CD Cubby)</p> <p><input type="checkbox"/> 2 Handholds</p> <p><input type="checkbox"/> Ankle Prompts</p>
<p>1/Medium/ Blue- Classroom13/Hallway</p> <p>(*Trunk Prompt in Therapy Gym Storage)</p>	<p><input type="checkbox"/> Right/Left Forearm Prompt</p> <p><input type="checkbox"/> 2 Handholds</p> <p><input type="checkbox"/> Ankle Prompts</p> <p><input type="checkbox"/> Attendant Bar</p>
<p>2/Medium/ Blue- Hallway</p>	<p><input type="checkbox"/> Right/Left Forearm Prompt</p> <p><input type="checkbox"/> Trunk Prompt</p> <p><input type="checkbox"/> Pelvic Prompt (L)</p> <p><input type="checkbox"/> 2 Handholds</p> <p><input type="checkbox"/> Ankle Prompts</p>
<p>1/Small/ Raspberry- Hallway</p>	<p><input type="checkbox"/> Right/Left Forearm Prompt</p> <p><input type="checkbox"/> Pelvic Prompt (S)</p> <p><input type="checkbox"/> Trunk Prompt</p> <p><input type="checkbox"/> 2 Handholds</p> <p><input type="checkbox"/> Ankle Prompts</p>
<p>2/Small/ Blue- Hallway in Preschool</p>	<p><input type="checkbox"/> Right/Left Forearm Prompt</p> <p><input type="checkbox"/> Trunk Prompt</p> <p><input type="checkbox"/> Pelvic Prompt (S)</p> <p><input type="checkbox"/> 2 Handholds</p> <p><input type="checkbox"/> Ankle Prompts</p>

Dynamic Stander	1/Large/Green- Hallway	<input type="checkbox"/> Pelvic Prompt <input type="checkbox"/> Chest Prompt with Sherpa <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Communication Tray Clasp <input type="checkbox"/> Leg Strapping Untangled <input type="checkbox"/> Foot Strapping Untangled <input type="checkbox"/> Large Wheels with Hand rims <input type="checkbox"/> Wooden Wedges (2)
	2/Large/Green- Hallway	<input type="checkbox"/> Pelvic Prompt <input type="checkbox"/> Chest Prompt with Sherpa <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Communication Tray Clasp <input type="checkbox"/> Leg Strapping Untangled <input type="checkbox"/> Foot Strapping Untangled <input type="checkbox"/> Large Wheels with Hand rims <input type="checkbox"/> Wooden Wedges (2)
	1/Medium/ Blue- Hallway	<input type="checkbox"/> Pelvic Prompt <input type="checkbox"/> Chest Prompt with Sherpa <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Leg Strapping Untangled <input type="checkbox"/> Foot Strapping Untangled <input type="checkbox"/> Large Wheels with Hand rims <input type="checkbox"/> Wooden Wedges (2)
	2/Medium/ Blue- Hallway	<input type="checkbox"/> Pelvic Prompt <input type="checkbox"/> Chest Prompt with Sherpa <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Leg Strapping Untangled <input type="checkbox"/> Foot Strapping Untangled <input type="checkbox"/> Large Wheels with Hand rims <input type="checkbox"/> Wooden Wedges (2)

	1/Small/Raspberry- Hallway in Preschool	<input type="checkbox"/> Pelvic Prompt <input type="checkbox"/> Chest Prompt with Sherpa <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Leg Strapping Untangled <input type="checkbox"/> Foot Strapping Untangled <input type="checkbox"/> Large Wheels with Hand rims <input type="checkbox"/> Wooden Wedges (2)
Dynamic Pacer	1/ Large/ Black-Hallway	<input type="checkbox"/> Right/Left Forearm Prompts <input type="checkbox"/> Trunk Prompt <input type="checkbox"/> Multi Position Saddle <input type="checkbox"/> 2 Handholds <input type="checkbox"/> Ankle Prompts
	1/ Medium/ Black- Hallway	<input type="checkbox"/> Right/Left Forearm Prompts <input type="checkbox"/> Trunk Prompt <input type="checkbox"/> Multi Position Saddle <input type="checkbox"/> 2 Handholds <input type="checkbox"/> Ankle Prompts <input type="checkbox"/> Pelvic Prompt (M)
TRAM	1/One Size/ N/A- Hallway	<input type="checkbox"/> 2 Saddles (S/M) <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Right/Left Forearm Platforms <input type="checkbox"/> Battery in TRAM at Full Power <input type="checkbox"/> Additional Battery in Charger <input type="checkbox"/> Display Turned Off (Scale)
	2/One Size/ N/A- Hallway	<input type="checkbox"/> Saddle (M) <input type="checkbox"/> Thigh Prompts <input type="checkbox"/> Right/Left Forearm Prompt <input type="checkbox"/> Battery in TRAM at Full Power

Solo Lift	1/One Size/ N/A- Hallway	<input type="checkbox"/> Small Chest Harness <input type="checkbox"/> Medium Chest Harness <input type="checkbox"/> Large Chest Harness <input type="checkbox"/> Leg Straps <input type="checkbox"/> Handhold Remote
Kneeler	1/One Size/N/A- Hallway	<input type="checkbox"/> Velcro Strapping Untangled
Easy Stand	1/ One Size / N/A- Hallway	<input type="checkbox"/> Returned to seated position <input type="checkbox"/> Wipe tray <input type="checkbox"/> Wipe seat
Trikes	1/ Medium/ Red RIFTON- Therapy Hallway	<input type="checkbox"/> Seatbelt Untangled <input type="checkbox"/> Foot Strapping Untangled
	2/ Medium/ Blue FREEDOM CONCEPTS- Therapy Hallway	<input type="checkbox"/> Seatbelt Untangled <input type="checkbox"/> Foot Strapping Untangled
	3/ Small/ Green FREEDOM CONCEPTS- Preschool	<input type="checkbox"/> Seatbelt Untangled <input type="checkbox"/> Foot Strapping Untangled
District Owned Gait Trainer	Saratoga Springs (Nolan Surber)/ Large/ Green - Hallway	<input type="checkbox"/> R/L Forearm Prompts <input type="checkbox"/> Trunk Prompt <input type="checkbox"/> Pelvic Prompt Saddle <input type="checkbox"/> Pelvic Prompt Harness (L) <input type="checkbox"/> Communication Tray x2 <input type="checkbox"/> Ankle Prompts <input type="checkbox"/> 2 Handholds

Supine Stander	1/Large/Tan-Blue-Hallway	<input type="checkbox"/> Tray <input type="checkbox"/> Strapping Untangled <input type="checkbox"/> Returned to Upright <input type="checkbox"/> Wiped down
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