

# DIY HOME ENERGY KITS:

Each toolkit contains items meant to be kept by patrons [Stuff to Keep], and items that should always be returned back to the library [Stuff to Bring Back].

The toolkits that your Library initially receives will be fully stocked. When a toolkit is returned, Library staff will: Verify that “Stuff to Bring Back” items and the Guidebook were returned. Appropriately restock “Stuff to Keep” items for the next patron.

## “STUFF TO KEEP” ITEMS LISTED BY QUANTITY:

- 4 LED LIGHTBULBS
- 3 ROLLS OF WEATHER-STRIPPING (FOAM ROLLS)
- 2 OUTLET GASKETS (FOAM RECTANGLES)
- 1 LOW-FLOW SHOWERHEAD
- 2 RUBBER BANDS
- 2 LOW-FLOW FAUCET AERATORS:  
• 1.0 GPM (LISTED ON BAG AND FINE PRINT OF THE SIDE OF EACH DEVICE)
- 1.5 GPM (LISTED ON BAG AND FINE PRINT ON THE SIDE OF EACH DEVICE)
- 1 PACKET OF WATER LEAK DETECTION DYE TABLETS
- 1 WATER FLOW RATE BAG
- 1 3C-REN STICKER

## “STUFF TO BRING BACK” ITEMS LISTED BY QUANTITY:

- 1 KILL-A-WATT METER
- 1 INFRARED THERMOMETER
- 1 REFRIGERATOR THERMOMETER (ROUND)
- 1 WATER THERMOMETER (RED)
- 1 PAIR OF PLIERS
- 1 ROLL OF PLUMBER’S TAPE

- “Stuff to Bring Back” are tools patrons will need to return back to the Library.
- Each toolkit contains quantity one of these tools.
- If any “Stuff to Bring Back” items or the Guidebook are missing, please contact 3C-REN for replacement.
- All toolkit contents are listed in the Guidebook (p. 5) and the next slide for your reference.

### Stuff to Bring Back: Cool Tools



**Kill-A-Watt<sup>®</sup> Meter**  
This tool measures how much energy your appliances and equipment use.



**Infrared Laser Thermometer**  
This tool finds heat loss in trouble spots like windows, vents, and door jambs.



**Refrigerator Thermometer**  
This tool lets you check the temperature of your refrigerator and freezer.



**Thermometer**  
Checks the temperature of your hot water supply.



**Pliers**  
Use these pliers to replace old showerheads and faucet aerators.



**Pipe Thread Seal Tape (plumber's tape)**  
This tape prevents leaks in your faucets and showerheads. Use what you need and return the rest.

# FAQ FOR STAFF

## GENERAL RULES:

- 3 week loan period
- no renewals
- Store the kits at the checkout desk
- Store minimal amount of restocking inventory at checkout desk with Collection Services keeping a fuller inventory. To request more inventory, send an email to [help@vcl-maint.on.spiceworks.com](mailto:help@vcl-maint.on.spiceworks.com)

## AT CHECK-OUT:

- ask the patron to read and sign the waiver [mandatory for check-out]
- explain there are parts of the kit that are ok for them to keep and parts that need to be returned
- tell the patron the kit must be returned IN FULL and in at the same library where they checked it out
- file the signed waiver in a folder kept at the checkout desk

## AT CHECK-IN:

- go through contents of the kit while the patron is there, checking against the list on the signed waiver
- if all contents that must be returned are present, check-in the toolkit, restock contents as needed, and tear up the signed waiver
- if any items that must be returned are not present, reject the toolkit back to the patron and ask them to bring it back when they have all the items. If they acknowledge responsibility for the lost/damaged items, add a note to their account and tear up the signed waiver, and request a replacement from [help@vcl-maint.on.spiceworks.com](mailto:help@vcl-maint.on.spiceworks.com).

## PATRON REQUESTS:

- if all kits are currently checked out, add patron to the waitlist
- tell the patron their position on the list and that they'll receive notice when a kit is available for them to check-out