

# FIELD EQUIPMENT LENDING LIBRARY

*A FREE resource available to all City Agency Employees*

## *FELL Equipment Distribution Checklist*

### 1. Obtaining FELL equipment

- ☐ Select equipment of need from [www.nycenergytools.com/equipment](http://www.nycenergytools.com/equipment) or in coordination with your BPL-led training.
- ☐ Once sent to you, confirm that all components of your **FELL Equipment Kit** have been sent to you:
  - ☐ Equipment
  - ☐ FedEx return label
  - ☐ FedEx return box/envelope.
  - ☐ FELL Equipment Inventory List
  - ☐ FELL Equipment Loan Form
  - ☐ FELL Equipment Distribution Checklist (this document)
- ☐ Sign the **FELL Equipment Loan Form** and email back at [frodriguez3@ccny.cuny.edu](mailto:frodriguez3@ccny.cuny.edu).
- ☐ After the equipment is installed, confirm that the [FELL Equipment Inventory List](#) is updated with the location that the equipment was placed.

### 2. Sending back FELL equipment

- ☐ By the time the equipment is due, collect all equipment indicated in the **FELL Equipment Inventory List**. Ensure there is nothing missing.
- ☐ Determine if your preference for sending back the equipment is to drop it off at FELL's location ([96 Greenwich St., 4th Floor, New York, NY 10006](#)) or to mail it back:
  - ☐ If **drop-off**: Contact our Equipment Specialist, Felix Rodriguez ([frodriguez3@ccny.cuny.edu](mailto:frodriguez3@ccny.cuny.edu)) to find a time to drop-off back the equipment.

If **mail back**: Use the FedEx return label and return box found as part of your **FELL Equipment Kit**. If either the label or box is lost, contact Felix Rodriguez ([frodriguez3@ccny.cuny.edu](mailto:frodriguez3@ccny.cuny.edu)) for next steps. **NOTE**: Please use any **Walgreens** with a FedEx kiosk for returning equipment or any of the drop-off locations available [HERE](#), NOT a FedEx office, which only accepts express shipments.

For more information, please visit us at: [www.nycenergytools.com](http://www.nycenergytools.com)