

# Silver SPRUCE Academy

[www.silverspruceacademy.org](http://www.silverspruceacademy.org)

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970-500-5657



## STAR LAB EQUIPMENT MAINTENANCE FORM

**Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Maintenance/ Problem Observed:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Troubleshooting / Recommendations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Silver SPRUCE Academy will do it's best to maintain the proper care of the star lab to keep the lab in optimal condition. We appreciate you taking the time to inform us of any issues that arise during your use of the lab during your loan time as we are relying on you to help us maintain the maximum functioning of the lab since it is loaned to numerous entities, locations, and users. If the lab is returned, we find an issue with it, and you have not turned in a maintenance form, we will assess the damage against your insurance coverage to fix the issue. Thank you for your help in caring for the star lab!

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please return this form and direct all questions to:

Natalie Horn-Howard

970-500-5657

[natalie@silverspruceacademy.org](mailto:natalie@silverspruceacademy.org)