

Shared Equipment Usage Guidelines

Date: [Insert Date]

To: All Users

Dear Team,

As we continue to collaborate and utilize the shared equipment within our facility, we want to ensure that everyone understands the guidelines for proper usage and maintenance. Adhering to these guidelines will help us maintain the equipment in good working condition for all users. Please review the following points:

1. **Reservation:** All equipment must be reserved in advance using the designated booking system.
2. **Training:** Users must complete training sessions before operating any shared equipment.
3. **Cleaning:** After use, users are responsible for cleaning and returning equipment to its designated place.
4. **Reporting Issues:** Any malfunctions or damages must be reported immediately to the facilities manager.
5. **Time Limits:** Please adhere to the allotted time for equipment usage to ensure fair access for all.

We appreciate your cooperation in following these guidelines. Together, we can ensure that our shared resources serve all our needs effectively.

Thank you for your attention!

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]