**Post-Rental Checklist – MAX-945**

|  |  |
| --- | --- |
| **CUSTOMER RETURNING UNIT** |  |
| **DATE UNIT RETURNED TO KITCO** |  |
| **DATE INSPECTED-Must be within 72 Hours of Return of Unit** |  |
| **INSPECTED BY** |  |
| **UNIT SERIAL #** |  |
| **DATE UNIT ENTERED INTO INVENTORY** |  |
| **DATE CUSTOMER NOTIFIED OF DAMAGE-Must be within 72 Hours of Return of Unit** |  |
| **UNIT SENT FOR REPAIR (if needed)** |  |
| **If YES, document $ amount to charge customer** |  |

|  |  |  |
| --- | --- | --- |
| **TASK** | **NOTES** | |
| Capture pictures of units and accessories as received; save to network (S) drive under Unit # |  | |
| Conduct visual inspection for any possible physical damage. Immediately note any issues and document with pictures. Save to network (S) drive under Unit # |  | |
| Verify/inventory all components (need to have full inventory BOM for rental units) |  | |
| Inspect, clean & document (capture images of) source port ferrules (requires removal of EUI source port adapters). Save images to network (S) drive under Unit #, print & provide copies in unit. |  | |
| Clean Detector port |  | |
| Turn units on and verify operation |  | |
| Ensure battery is charged at appropriate level | Must be between 40% - 50% | |
| Perform CPR for MM launch condition. Document results. | 1300nm, value 20.5-22.5db | Actual: |
| Perform HOMP for MM launch condition. Document results. | 1300nm; value 0.36-0.8db |  |
| Establish and verify SM source output power value at 1300nm | 1310nm, output power value; > -10dbm: | Actual: |
| Perform ORL reference and validate expected measurement value | >-43dB | Actual: |
| Verify no previous use Test Data is saved on units. If there is test data present, notify Rental Manager before deleting |  | |
| Determine if units require repair/calibration before returning to rental pool; notify Rental Mgr. |  | |
| Close out rental. Verify with Rental Manager that all charges have been “shipped” so final invoice can be sent. |  | |