

**Marin County Workforce Investment Board
Tool Lending Library Policy
Exhibit 1
Hosted at the Marin Builders Association**

The Tool Lending Library (TLL) is a program developed by the Marin Workforce Investment Board that loans building measurement equipment to qualified professionals in Marin County working on short term energy efficiency projects.

We also provide limited application notes for some of the tools in the TLL. There are special considerations for borrower qualifications for most of the equipment in the TLL. This document describes the specific policies around these tools.

RESPONSE TIME GUIDELINES

The Tool Lending Library responds to a tool request submitted by email to casey@marinba.org within one business day with information regarding tool availability and to get more information about the project if needed. After the borrower confirms the loan, it takes one or more days (depending on the size of the loan) to prepare the instruments and make them available for pick up at the Marin Builders Association, 660 Las Gallinas Ave, San Rafael, CA 94903.

We are not able to ship items to customers due to the size of some items and since many of the instruments are sensitive and require calibration. Some instruments are few in number and may have waiting lists established. Be sure to confirm availability with us before making any project commitments that require tools from the Tool Lending Library.

RESIDENTIAL PROJECTS

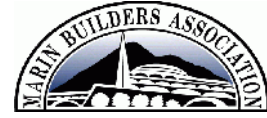
The Tool Lending Library program focuses primarily on residential projects. These tools are only made available to home performance professionals (see certification and liability insurance policy below).

BORROWER RESPONSIBILITY AND LIABILITY

Proof of Liability Insurance – The Tool Lending Library requires borrowers to furnish documentation of sufficient business liability insurance to cover up to \$10,000 for loss or damage to these instruments. Normally, these instruments are picked up from and hand-delivered back to the Marin Builders Association office when borrowed. This minimizes the chance of shipping damage and delays.

Borrowers must provide documentation of commercial general liability insurance.

Indemnification – The Borrower assumes full responsibility for the use of the borrowed equipment and all accessories. Borrower agrees to indemnify and defend the County of Marin, the Marin Builders Association, its employees and agents from any claims or liabilities arising from Borrower's actions in borrowing or using the equipment from the Tool Lending Library. Borrower agrees to waive any claims against the County, the Marin Builders Association, its employees, and agents related to Borrower's actions in borrowing or using the equipment from the Tool Lending Library.



Lost or Damaged Tools – Tool borrowers agree to return equipment in the same condition it was in when borrowed. Borrowers who lose or damage equipment are required to replace the equipment with equivalent tools or cash in the amount equal to the value within two weeks. Borrowers who lose or damage equipment will have their borrowing privileges revoked until the equipment is replaced.

Specific Equipment Considerations

Data Logging Meters – Borrowers using data logging equipment with the intent of installing these meters in an electrical control center or any other location with line voltage (any voltage above 12V) must be installed by a licensed, qualified electrician.

Required Certification – Borrowers of building performance testing equipment (Blower Door, Duct Blaster, etc.) must provide documentation of commercial general liability insurance and Building Performance Institute (BPI), Residential Energy Services Network (RESNET®)/HERS, or equivalent certification. These requirements are meant to ensure that envelope testing tools borrowed from the Tool Lending Library are used in a safe and effective way.

Loan Period Duration – Loan periods are a maximum of one week. Due to its size, the envelope testing equipment cannot be shipped and must be picked up from and returned to the Marin Builders Association office when borrowed.

Software - Data logger and other proprietary software programs associated with tools in the lending library are made available to the tool borrower for the duration of the loan. Borrowers agree to un-install these programs after the tools are returned.

Other Loan Limitations

Special Research and Educational Loans – There are cases where extended loan period may be granted. These projects are those that will result in explicit energy efficiency and/or demand reduction benefits for California utility customers. We will assess these special projects on a case-by-case basis.

Loans Outside of Marin County, California – As a Marin County, California-funded program, we cannot loan tools to borrowers whose primary address is located out of Marin County or out-of-state.

Please contact Casey Mazzoni, Marin Builders Association
at (415) 462-1220 or casey@marinba.org if you have questions.

Marin Workforce Investment Board TOOL LENDING LIBRARY

Marin Builders Association
660 Las Gallinas Ave
San Rafael, CA 94903