



General Sign In/Out Procedures for Equipment

Equipment can be booked through tech@filmpei.com. We encourage booking well in advance. Equipment with a replacement value over \$5000 will require the renter to acquire Production Insurance with FilmPEI listed on the policy. That policy must be delivered to FilmPEI prior to equipment being released. The FilmPEI Member Handbook has the detailed information on memberships, insurance and payment.

By signing the rental agreement, the client and FilmPEI representative will be agreeing to the correct operation of the equipment. Notes will be indicated on rental agreement and initialed by FilmPEI representative and client if any damage is noticed. **All equipment should be checked by the RENTER prior to return for the following:**

- Moisture
- Sand
- Dirt
- Hair
- Dust
- Debris
- Scuffs
- Dents
- Drops
- Stripped screw heads or threads
- Tape or sticky residue left on equipment
- Smells(smoke, urine, marijuana, etc...)

Camera

- Log Camera hours/Firmware
- Inspect sensor(if accessible) for scratches, fingerprints, smudges or debris.
- Inspect lens front and rear(if accessible) elements for scratches, fingerprints, smudges or debris.
- Ensure lens/body caps are in place.
- Inspect lens mount for damage to metal and inspect lens contacts and pins for damage.
- Ensure front lens element cover is closed.
- Inspect screen and viewfinders for scratches, fingerprints, smudges or debris.
- Make sure all accessories are included and returned, check accessories for damage.
- Check all connectors(battery, HDMI, headphones, SDI, etc...) and ports for damage or debris.
- Check case for damage.
- Turn camera on and off.
- Ensure fans are operating is applicable.
- Test XLR connections and ensure +48v phantom power works correctly.

Media

- Inspect pins/contacts for damage.

Tripods, stands, clamps and boom poles

- Tighteners too tight, over-torqued.
- Seized parts.
- Stripped screw threads.
- Missing rubber feet.
- Missing mounting plates for tripods.
- Missing mounting plate screws.

Projectors

- Turn on to ensure lamp is working.
- Check fans for correct operation.
- Ensure all cables and accessories are there.
- Check for remote.

Fabric, Flags and Backdrops

- Inspect for excessive dirt.
- Tears
- Hair
- Smells
- Inspect stands for damage using above guidelines

Lights

- Turn on to ensure lamp is working.
- Check dials and knobs for smooth operation.

Lenses

- Inspect for internal debris.
- Inspect front and rear elements for scratches, fingerprints, smudges or debris.
- Inspect for internal condensation.
- Rotate focus, aperture and zoom rings and check for smooth operation.
- Ensure front and rear lens caps are there.
- Lens rattles and/or unnatural movement

Cables

- Cables cut from chair legs.
- Cables covered in tape or sticky residue.
- Cables not wrapped correctly, causing internal conductors to break or become kinked

Microphones

- Inspect for damage from drops.
- Moisture/condensation.

- Inspect output connection for damage and debris.

Audio Recorders, Mixers

- Moisture
- Turn on and ensure correct operation of buttons, switches
- Inspect connections for damage and debris.
- Test knobs and switches for smooth operation.
- Ensure power cables are there.

Monitors

- Turn on and inspect screen for damage from excessive force.
- Dead pixels
- Check connections for damage and debris.
- Test connections such as HDMI for snug cable fit.

Batteries

- Check connections for damage and debris.
- Inspect visually for electrolyte leakage.
- Inspect battery case seams for signs of internal expansion.

Follow Focus

- Inspect gears for damage
- Inspect connections for damage, debris, bent or broken pins.
- Inspect cables for damage.