



## Description of requirement & additional comments

**If you need to discuss your requirements please contact a member of the team on extension:**

**Kat 2236/ Luke 2245/ Natasha 4445/ Kelly 4214**

**Please email to: [SASTeam@bucks.ac.uk](mailto:SASTeam@bucks.ac.uk)**

**\*A copy of this request will be kept for future reference**

### Please note:

- It is your responsibility to organise the Skills Lab room bookings and to cancel the room through timetabling if it is no longer needed.
- The SAS Team will need exact quantities of equipment needed.
- Equipment is prepped a week in advance, please keep this in mind when adding, amending or cancelling an equipment request.
- Equipment requests must be sent to the team a minimum of one week in advance and simulation programming requests must be sent to the team a minimum of two weeks in advance.
- If any manikins need to be moved from/to the bed/chair/lab this must be on the equipment request form so the team can plan when to move the manikins (this must be done with a hoist due to health & safety regulations).
- All Moulage requests must be included on the form, with specific information and/or images that will help the SAS Team included in 'description of requirement' section. A separate Moulage face/body form must also be attached to confirm where on the body Moulage is needed.

