

Supervisor Name (print)



Date

To prepare for an off-site class, please review and check off the items listed below. If your lab does not carry or cannot obtain the material or equipment listed, you will not be able to schedule an off-site class. Once your checklist is complete, please have a supervisor sign and date to acknowledge that all requirements have been met. This checklist will need to be submitted to the HMAC prior to any scheduling of an off-site class.

CONNECTION
TV or projector for presentations (must be able to cast from Instructor laptop) Stable Wi-Fi connection
SETUP
Computer or laptop for CERTIFICATION CLASSES ONLY (1/person) Testing or lecture room with plenty of seating space for 12 people
EQUIPMENT
Blue masking tape (set 4' from wall and 8' across) Non-Nuclear Gauge or Nuclear Gauge Tape measure Thermal Imaging Gun (specs Tex-244-F) Measuring wheel 2 ft. stick

Supervisor Signature