

## Student Project Lab Rules and Etiquette

These rules are intended to promote a safe and collaborative environment for you and your classmates. Use of this space, tools, equipment, and materials is a group privilege; if a few students abuse this privilege, portions of it may be lost to everyone. So, be safe, be considerate, and let your fellow students or TAs know if you see inappropriate use.

- 👤 First and foremost, *be safe*.
  - 👤 Wear safety glasses if there is *any* danger to your eyes. Wear hearing protection as needed.
  - 👤 If there are people near where you are working with safety protection, they also must wear protection. You should let them know.
  - 👤 Most operations requiring safety glasses should take place in the power tool area.
  - 👤 **Buddy System:** If working after posted hours or on holidays, you **must** be authorized and you **must** have someone in the room with you.
- 👤 After hours work: Users must be authorized, with their names in the Safety Database, and their ID cards programmed to operate the doors. Users are authorized through a short safety talk and signing a contract to follow project lab guidelines.
- 👤 Clean-up after yourselves (scraps, boxes, tools etc.).
- 👤 Label your project with a class name and more importantly *one or more contact names* (just a piece of paper next to it is adequate). This applies to leaving it out while taking a break and storing it away overnight.
- 👤 Store your project in a designated location when you are done for the day. Project parts which are not stored away will be put in a storage bin every morning at 8AM; those not claimed in a week may be trashed.
  - 👤 Sign up for a cubby and use it.
  - 👤 If your project is too large to fit in a cubby, register it with the TA you'll be leaving it out and label it as above.
- 👤 Can't find the tool you need? **Do not remove tools or equipment from the Project Lab. Ever.** The tool that is missing will be the one that you want to use. You can check out tools for use elsewhere from the instrument room.
- 👤 If supplies run out or tools are missing inform the TA.
- 👤 All projects must be removed from the Project Lab at the end of the term; recycling bins will be provided. Proper disposal may be factored into your project course grade. Items remaining on the last day of exams will be thrown out and a report issued to the course instructor.
- 👤 There is a suggestion box by the Project Lab Office door. Give us your ideas. Cullen/Levey 23Mar07