



# LAB RULES

The following simple rules will be strictly enforced. **Violators will lose lab privileges!**

## 1. WORK SAFELY IN THE LAB

- a. The lab is available to students:
  - i. Only when a supervisor (instructor, TA or the lab manager) is present
  - ii. With an approved appointment.
  - iii. During scheduled class times, only class members may use the lab, unless granted permission by the class instructor.
- b. Safe and careful use of hand tools, electronic equipment, and computers is unrestricted except as specified by the instructors for safety or other reasons.
- c. Learn and follow safety guidelines for each tool and piece of equipment.
- d. Use your engineering knowledge, experience, and common sense to avoid dangerous situations and maintain a safe working environment.

## 2. POWER TOOL USE IS RESTRICTED

- a. In all circumstances, no person is to use power tools alone!
- b. Power tools must be kept under lock and key. Regular access to power tools is during scheduled class times, and when instructors are present.
- c. Students must be trained to use each power tool before using it.
- d. Students may not use power tools without an instructor or another trained student present.
- e. Students who violate these rules will lose privileges for using power tools.

## 3. CLEAN UP AFTER YOURSELF

- a. Many classes, teams, and students use the lab. Therefore, all benches, chairs, and workspaces must be kept clean and clear for others to use.
- b. Do not lean, sit, add backpack, or heavy objects on the wall-mounted workspaces.
- c. Lab benches, chairs, and workspaces must be cleared at the end of class or when leaving for more than 30 minutes.
- d. All tools, parts, supplies, and equipment will be returned to their appropriate storage places. Project-specific parts and equipment should be placed in storage locations designated for each class or student. Items left on benches will be confiscated.

## 4. DO NOT REMOVE ANYTHING FROM THE LAB

- a. Tools, Equipment, Parts, Supplies, Books, Software, and other lab property are not to leave the lab except for the purpose of class-specific fieldwork, or with specific instructor permission.
- b. Items removed from the lab must be logged with the student's name, email, phone number, destination, and return time.
- c. The only things you may freely take from the lab are your personal belongings, lab notebook, and disks containing experiment data.

## 5. DO NOT INSTALL ANY SOFTWARE

- a. No software of any kind is to be installed on the computers/equipment except with the direct approval of the lab instructor.

## 6. DO NOT GIVE ACCESS CODES/KEYS TO ANYONE

- a. Do not give the lab door key or access card/fob to anyone.

- b. Do not give the lab computer/equipment login passwords to anyone.

**7. DRESS APPROPRIATELY FOR LAB WORK**

- a. Eye protection must be worn for all tools and soldering work.
- b. Loose clothing is to be avoided in the lab and must be secured if worn.
- c. Long hair must be secured when in the lab.

**8. NO FOOD OR DRINK IN THE LAB**

- a. Food is not allowed in the lab.
- b. During non-class hours only, drinks in securely closed containers are allowed, but may not be consumed near any ongoing work.

**9. NO HEADPHONES OR MUSIC IN THE LAB**

- a. Wired headphones may not be worn in the lab.