



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.