

Laboratory Rules

1. This is a shared lab space. Please respect the work of colleagues as well as their space.
2. Do not leave the lab doors open if no one else is present, even if for a couple of minutes. There is a lot of valuable equipment present in the lab.
3. Common sense rules apply. In the case of questions, do not hesitate to ask. For general and technical questions about usage, first ask one of the senior PhD students. If they cannot answer your question, or if the question is a private matter, then contact a faculty member for assistance.
4. Please clean up at the end of each work session. Even if you are stepping out for a couple of hours, you are required to clean up any common or shared space used by you.
5. Do not leave a clutter in the thoroughfares.
6. All tools and materials must be put away in their proper place after use.
7. Use of power tools is permitted only if another person is present in the lab.
8. Use of safety glasses when operating power tools is mandatory.
9. Tools cannot be hoarded or hidden.
10. Material or tools left unattended are fair game to be used or moved.
11. All tools are only to be used by those working in the lab.
12. The lab must be cleaned up at the end of each day and all tools and projects stowed away to ensure their safety, as well as the safety of others working in the lab.
13. Old projects and previous prototypes must be removed from the lab once they are no longer in use.
14. Cutting directly on work surfaces is prohibited. Use the Cutting Mat!
15. Painting is strictly prohibited in the lab or anywhere on the floor. Painting in the High Bay may be done provided the requisite permission is secured. However, it is preferred that any painting be done outside the building.
16. Painted material is not allowed in the lab until it is completely dry.
17. Rules for Painting apply to Sealants as well.
18. The creation of dust must be minimized and cleaned up immediately.
19. Creating sparks must be avoided. If creating sparks is unavoidable, then minimize the amount of sparks created and contain them in a visible area free of dust and debris.
20. Turn off all lights in the lab if you are stepping out for any extended period of time and no one else is in the lab.