Machine Tool & Design Lab Operating Procedures

Building Access
Building access will be limited to those students whose names appear on the authorized facility access list. Authorization for building access is granted by the instructors that have assigned class projects. Students can obtain facility access authorization for projects other than class work by filling out a Facility Access Request form and submitting it to the lab instructor for approval. Facility Access Request forms can be obtained from the School of Engineering and Engineering Technology secretary or the lab instructor.

Building Hours
The building will be unlocked at 8:00 AM and locked at 6:00 PM each week day. Campus security will control access to the building at all other hours. Students must call campus security and request that the building be opened. If a student’s name is not on the authorized facility access list, campus security will not allow access.

Building Keys
Keys to the building will only be issued to senior design students upon written request from the team leader. Senior design students with keys will have the authority to limit access to the building based on the authorized facility access list posted on the bulletin board in the building.

Loss of Building Access
A student’s name will be removed from the authorized facility access list for any of the following reasons:
- Not adhering to the safety rules that are posted in the lab.
- Not signing in or out on the log.
- Disorderly conduct in the building.
- Not cleaning the machines or work area after completing a job.
- Removing tools or equipment from the building without permission.
- Not returning tools or equipment to their proper location.

Project Completed or Terminated
A student’s name will be removed from the authorized facility access list at the end of the project. If the student wants to do additional work on the project they must fill out a Facility Access Request form and it must be approved before work continues.

Tool Checkout and Use of Lab Tools
Students are encouraged to bring their own tools to the lab. Lab tools will be made available to the students by use of a tool check out system. All tools not returned will be charged to the project listed on the check out system and instructors will be provided with the student’s name so they can hold individual students responsible if they so choose.

Building Cleanup
Each student is responsible for cleaning up the machines and area after completing a job. The entire lab is to be left in a clean, neat, and orderly fashion at the end of each day.
Senior design work areas are to be maintained in a clean, neat, and orderly fashion.

I have read, understood, and agree to abide by the above policy.

Signature: _________________________________ Date: _______________
Printed Name: _____________________________
Machine Tool & Design Lab: SAFETY RULES

1. Any student in the Machine Tool & Design Lab must have safety glasses with them at all times. Safety glasses must be worn whenever the student is in an area where a power tool/machine is being operated. Not being in possession of safety glasses or not wearing safety glasses when in an area with operating power tools/machines will result in expulsion from the building.

2. Closed toe shoes must be worn when in the building. Sandals do not qualify.

3. Leather gloves are not to be used when operating the lathes, mills, drills, saws, grinders or sanders.

4. Loose fitting clothing is not to be worn while operating the lathes or mills.

5. Rings and watches are to be removed when operating the machine tools or welders.

6. The welding screens are to be in place before and during the use of any welding process.

7. Hand held grinders can be used in the building only after the area has been checked for flammables and other students in the area have been warned.

8. If a machine is being operated and someone with long hair or with a tie on enters the area of the machine, the machine is to be turned off immediately.

9. Spray painting and fiberglass work are not permitted in the building.

10. Flammable materials cannot be used in the building for cleaning parts.

11. Engines are not to be started in the building.

12. Gasoline is not to be stored in the building

13. Do not operate any machine unless you have had proper instruction on how to use it.

I have read, understood, and agree to abide by the above rules.

Signature: _________________________________ Date: _______________

Printed Name: ______________________________

PLEASE ALSO READ AND COMPLETE OTHER SIDE

10/01/04