Materials Joining Engineering 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 approved faculty/staff that have assigned class projects or duty. Students can obtain facility access authorization for projects or duties other than class work by filling out a Facility Access Request form and submitting it to the instructor and/or lab coordinator for approval and posting. 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 during the day 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 and/or relocked upon leaving. 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 students upon written request from the faculty/staff in charge. Students with keys will have the authority to limit access to the building based on the authorized facility access list posted 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.
- 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.

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.

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. All work areas are to be maintained and all tools replaced in the same location they are found.

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

Signature: _________________________________ Date: _______________
Printed Name: ______________________________

PLEASE ALSO READ AND COMPLETE OTHER SIDE
Materials Joining Engineering Lab – SAFETY RULES

1. Any student in the Materials Joining 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 wearing safety glasses will result in expulsion from the building.

2. Sturdy leather closed toe shoes or boots must be worn when in the building. Sandals and sneakers do not qualify. Sandals can be worn in the classroom/SEM room only.

3. Leather gloves are to be used when operating materials joining equipment and hand held grinders but not when operating drills, saws, pedestal grinders or buffing equipment.

4. Loose fitting or torn/frayed clothing is not to be worn while operating any equipment. Long sleeve 100% cotton shirts, or leather sleeves, and long cotton pants are to be worn while doing any hot work.

5. Keep walkways clear of materials, cords and/or cables and be aware of your surroundings so not to endanger others with sparks or flying debris.

6. The materials joining/grinding screens are to be in place before and during the use of any materials joining/grinding process.

7. All gas cylinders are to properly secured with the chain provided while in use and all empty ones are to be returned to proper rack on dock. Empty bottle rack will be marked as such.

8. Do not operate any machine unless you have had proper instruction in using it.

9. **Obtain permission from Materials Joining Faculty member or Technician.**

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

Student Signature: ___________________________ Date: ____________

Printed Name: ______________________________

Materials Joining Faculty
or Technician Signature:________________________ Date:____________

**PLEASE ALSO READ AND COMPLETE OTHER SIDE**