

## Lab Safety RGAN312

Safety glasses are required for any power tool use, Recommended for all activities.

Sinks are not for oil or chemical disposal.

Food and drink area is inside the yellow floor tape area.

Use only the equipment you have been trained on.

No horseplay, catch, baseball, basketball, etc.

You are required to dispose of left-over / unused chemicals / mixtures.

## Lab Access

Access to this lab is a privilege, not a right.

Web address for requesting badge access: <http://www.engr.uky.edu/request-room-access/>

Do not leave the door open or bypass the lock.

Badge reader is there for a reason (it records your ID - do not loan your ID).

You Are Responsible for your conduct and any associated damage.

Actions of a team member can have the whole teams access revoked.

## Project Storage

Bench space and cabinets are assigned - See Andy.

A limited number of storage cabinets are available in RGAN312.

Cabinet rules:

- You will provide / maintain your own lock and use only your assigned cabinet.
- Do not remove shelves or hardware from the cabinet (not building material).
- Do not damage the cabinet in any way.
- Clean out the cabinet completely when finished and remove your lock.
- If cabinet is not cleaned out & lock removed at the end of the term, lock will be cut and contents disposed of.
- No Lab tools or equipment are to be stored in cabinet unless specifically documented as signed out to you.

## Working in RGAN312

This is a self-service lab with the goal being a clean and well organized work space.

If you make a mess, clean it up. Paper towels, Windex, brooms & trash cans provided.

Trash that does not fit the cans will require a trip to the dumpster - basement dock outside ASTEC overhead door.

If something breaks or does not work right - tell Andy.

If you move tables or furniture - put it back before you leave the lab.

Put all tools, equipment and materials away before leaving the lab - others may need them.

Cover surfaces with cardboard or newspaper if using adhesives or paint (under the hood) to protect surfaces.

Grey tables are not work benches. They are for meetings and studying ONLY. Do not damage the surface.

Do not drill holes in tables, work benches or drill press table.

Tools and equipment are not to leave the RGAN312 lab.

Do not disassemble tools, equipment or lab fixtures - ever.

If you use the dry erase boards - you must erase it before you leave the lab.

## Lab Ethics

Do not play with other groups projects regardless of how cool or insignificant it looks.

What you thought doesn't matter - if it's not yours - leave it alone.

Do not strip parts from other groups projects.

Be kind to the lab - it is here for your Senior Design Projects.