

Approval Policy for After Hours and Weekend Access to the Design Lab Fabrication & Prototyping Area

(Ver.4.2. - 01/28/2009)

Definition

This policy will allow approved access to the Design Lab Fabrication & Prototyping Area after normal business hours. Normal business hours for this area are the hours posted on the main door to the Design Lab Fabrication & Prototyping Area. This policy will allow use of the area but within the limitations of the following building access guidelines of the School of Engineering.

- 7:00 am – 6:00 pm – Monday through Friday
 - Building open all exterior doors unlocked
- 6:00 – 11:00 pm – Monday to Friday & 9:00 am – 5:00 pm – Saturday and Sunday
 - Building open with limited access. Only the center door, 3rd level ramp entrance will be open and only this door should be used for entrance and exit.

Procedure

Students requesting to use the area under this policy must:

- Discuss planned activities, including equipment/tools that may be used, with MDL faculty advisor for preliminary approval.
- Identify availability of faculty, staff, or TA to provide supervision during your planned hours.
- For weekday lab use, e-mail your final approval request to Sam Chiappone (chiaps@rpi.edu), the Manager of Fabrication & Prototyping, and CC to Prof. Junichi Kanai (kanaij@rpi.edu), the Associate Director of the Design Lab, by 10 am of the requested day. For weekend lab use, the dead line is 10am on Friday.
- Approval will be based on a brief e-mail to Manager of Fabrication & Prototyping explaining:
 1. What the team will be doing.
 2. When the team will be in the area.
 3. Team members who will be using the area.
 4. What equipment/tools the team may be using.
 5. Who are the faculty, staff, or TA(s) who will be present to supervise.
- A copy of the e-mail must be sent to your faculty advisor and to the faculty, staff, or TA(s) who will be present to supervise.
- Receive an approval e-mail reply from Manager of Fabrication & Prototyping to use the area.
- Have a copy of the approval e-mail present when working in the area.

Once a team has approval the Manager of Fabrication & Prototyping will send a copy of the teams e-mail to the MDL Director, faculty advisor, assigned team supervisor, Marc Del Vecchio (delvem@rpi.edu), Assistant Director of Public Safety, and the team confirming the approval.

Safety and Expected Behavior

- All of the safety rules and regulations that you reviewed and were tested on at the beginning of the semester apply to using the fabrication area under this policy.
- Every safety rule is important, but in this case it needs to be stressed that two people must be present in the area at all times.
- Only people listed on the e-mail will be allowed in the area.
- Do not allow others in the area as you may be held accountable for their actions.
- Public Safety will patrol the area and has the right to ask you to leave at any time.
- Only use the authorized equipment and tools.
- Only use the facility during the approved timeframe.
- Call Public Safety (x-6611) immediately if there is a personal injury, facility issue, or problem with unauthorized people gaining access to the area.

This policy is for your benefit as a Design Lab team member. The continued utilization of the Design Lab Fabrication & Prototyping Area as outlined by this information is contingent on a collaborative effort

by all involved to abide by the intent of this policy. Your cooperation will ensure continued use of the facility during after hours for your team and future Design Labteams.

Failure to abide by this policy will result in suspension of this privilege. Please see your faculty advisor if you have any questions relevant to this information.