

LAB CITIZENSHIP POLICY

I. LAB ENVIRONMENT:

The IM Lab prides itself as a space dedicated to community building and student support. Students are expected to contribute to the open, kind and compassionate environment of the Lab by being respectful and considerate of others.

II. CLEANLINESS:

The IM Lab is a communal space that encourages experimentation and the pursuit of creative exploration. Out of respect to lab staff, faculty and others using the space, any projects, parts, materials, etc. occupying work surfaces over an extended period of time during lab staffed hours without permission will be discarded or recycled into other projects. Students are expected to treat the lab as a shared space and maintain cleanliness of the surfaces, spaces and equipment/materials at all times.

Work that creates small scraps and other particles, such as soldering or sanding, must be swept or vacuumed after all tools and reusable materials have been put away in their appropriate place. Trash such as wire trimmings and solder blobs, and items that are too small to be used, must be put in the trash and not the floor.

III. EQUIPMENT:

AV Equipment and laptop computers, and laptop computers, as well as specialized electronics parts are reserved for checkout with priority given to students enrolled in IM courses or the IM minor/major. All laptop checkouts require approval from the Lab Manager and/or Instructor. Students are responsible for returning all borrowed items to the Lab on the scheduled return date and time. Failure to do so will result in loss of checkout privileges.

IV. TOOLS/ELECTRONICS COMPONENTS:

All tools and electronics components must be returned to their proper location after use. If you are not 100% certain of the proper location, please ask the lab monitor. Tools and components in the wrong location are as good as lost. Returning items to their proper will ensure they are there for you next time you need them.

IV. FABRICATION AREA:

There is an inherent risk of physical injury when using the equipment available in the Fabrication Area, especially if used inappropriately. Safety precautions **must** be taken while operating all equipment.

i. Training must be sought for any hand and/or power tools.

ii. Food and/or beverages are not allowed in the Fabrication area.

iii. Operation of the laser cutter is only permitted **during lab staffed hours** by IM staff, faculty and lab monitors.

iv. Students are prohibited from borrowing machine access information from lab monitors.

v. At the discretion of IM staff, faculty, or lab monitors, students using tools incorrectly or unsafely may be asked to stop using the tool until they have been properly trained.

V. SAFETY:

Safety precautions and procedures must be followed at all times. Misuse of equipment and tools may result in loss of access. In the event of an emergency, the **Public Safety Department (02 628 7777)** at NYUAD should be contacted immediately. Use of the emergency phone line in the lab is recommended.

VI. KITCHENETTE:

The use of the kitchenette, which includes the counter and sink area, refrigerator, espresso machine, tea kettle, french press, etc, are provided as a courtesy to students in the IM Lab.

- i. Students are expected to wash dishes, clean surfaces and any small appliances after every use.
- ii. Food or drink should **not** be left in the lab for an extended period of time.
- iii. Coffee grounds should not be disposed in the sink.

Repeated disregard for the lab policies will be penalized through the restriction of lab access and materials.

I have read and fully understand the IM Lab Citizenship Policy. Furthermore, I acknowledge that failure to follow said policies may result in revoked access to the Lab and/or equipment and materials.

Signed: _____

Date: _____

Printed Name: _____