

Human/Machine Design Lab Key Contract

The Human/Machine Design Lab is located in room 3126 MechE. It is a friendly, but secure location, meaning the door is usually locked. Students working on projects in the lab are welcome to a key, but must first agree to lab policies.

Print a hard copy of this form.

Read the policies below and check the Yes box if you agree to the policy, or the No box if you do not agree to the policy.

Lab Policy	YES	NO
I will treat the lab like my parent's living room, and will keep things neat and clean.		
I will vacuum the floor after making a mess.		
I will vacuum the floor and sweep off a bench if I see a mess that is not mine.		
I will put away drill bits, machine tools and hand tools, sweep off the machine, and vacuum the bench and floor after using the drill, sander, band saw, lathe or mill.		
I will introduce myself to anyone I see in the lab or who walks into the lab whom I don't know.		
I will wear safety goggles when I use the machine tools.		
If I borrow equipment from the lab, I will make a note on the sign-out sheet posted to the lab door. If the sheet is not on the lab door, I will post a new sheet.		
I will not do anything unsafe or stupid in the lab.		

Fill in the boxes below and deliver the form in person to Durfee who will initiate the key request process. Keys may be picked up from the front desk in ME headquarters, room ME 1100.

Name (printed)	Email
Signature	Date