NOTE: 2 page document—This application must include policy statement

AFTER HOURS – ENGINEERING PROJECTS LAB PASS APPLICATION

NAME______________________________  SEMESTER _______________________

HOME PHONE_________________________  DATES __________________________

MAJOR______________________________  HOURS __________________________

LABS _______________________________

PURPOSE OF THE PASS__________________

FACULTY MEMBER REQUESTING PASS_________________  DATE____________________

(Signature)

FACULTY COMMENTS____________________

EQUIPMENT USAGE

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HAND TOOLS

DRILL PRESSES

BAND SAW

LATHES (BASIC)

MILLS (BASIC)

LAB SAFETY CERTIFICATION______________________________

______________________________

STUDENT ACCEPTANCE  I have completed the LAB SAFETY CERTIFICATION for this lab area

have read and agree to follow all LAB PASS POLICIES. I realize that any

violation of these policies will cause the loss of lab privileges.

NAME_____________________________  DATE____________________

(Signature)

______________________________

Print

PASS APPROVAL________________________

EPL Lab Supervisor
AFTER HOURS – ENGINEERING PROJECTS LAB
LAB PASS POLICY STATEMENT

LAB PASSES:
• Passes are issued only for senior projects and student club activities and can only be used for the purpose stated on the pass – can not be used for personal projects, homework or other regular class/lab assignments.

LAB SAFETY:
• Must complete "Lab Safety Certification" before pass is issued
• Two people (minimum) must be in the lab area at all times
• Safety glasses must be worn at all times
• All safety procedures must be followed
• Call Security (2111) to report any safety problems

LAB POLICIES:
• Arrangements to use any lab materials/supplies must be made ahead of time with the lab supervisor during normal open lab hours
• Arrangements to use any tools/equipment that are normal locked-up must be made ahead of time with the lab supervisor during normal open lab hours
• If equipment is damaged, tools broken, or other problems encountered, leave the lab supervisor a written note with your name and phone number – also contact the lab supervisor at/during the next available open lab time
• Clean-up must be complete in all areas

PARKING:
• Is not allowed at any time outside the lab – street or parking lots must be used
• Bicycles are not allowed in the building – bicycle racks must be used

PERSONAL RESPONSIBILITY:
Each individual with a pass is responsible to be sure that:
• All individuals in the lab area have proper passes
• All lab safety rules are followed by everyone in the lab
• All lab procedures are followed by everyone in the lab

LAB ADMISSION:
• Must contact Security (2111) to be admitted to lab – entry keys will not be issued
• Lab pass holder will be inside the lab – place your pass in the holder and wear the pass in a visible location
• Sign-in to the lab area when you arrive – state reason for lab use

LEAVING THE LAB:
• Sign-Out
• Be sure all areas are cleaned-up (tools returned/machines off)
• Be sure all locked areas within the lab are re-locked
• Be sure all access doors are closed and locked (if door can not be locked – call Security)
• Return Pass Holder
• If no one in lab, call Security to log-out