

# **Shop Use Agreement**

Student Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Emergency contact: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

ECS Course # & Project Title or club name: \_\_\_\_\_

Faculty Advisor Name: \_\_\_\_\_

By signing below, I, \_\_\_\_\_, agree to the following stipulations:

1. I will abide by all shop safety regulations and follow directions from designated lab personnel.
2. I will only work on parts for which drawings have been submitted and pre-approved by my faculty advisor and/or the ECS Tech Shop.
3. I will stay out of the tool crib.
4. I will wear proper work clothing (no loose clothing, shorts, or open toe shoes).
5. I will wear safety glasses at all times while in the lab.
6. I will not bring friends or visitors into the lab.
7. I will not use my cell phone/PDA/iPod or wear earphones/buds while working in the lab.
8. I will clean up my machines when done, return all the tools to the tool crib at the end of each and every work session, and vacuum the area on and around my machine when completed with all other clean up tasks.
9. I will report any problems with the shop equipment to lab personnel immediately.
10. I will vacate the lab immediately when instructed to do so by designated lab personnel.
11. I will conduct myself in a professional manner at all times and be respectful of others.
12. I will not bring food or drink into any lab spaces (machine shop, foundry, CNC lab, energy lab)
13. I will wash my hands after completing work and clean up tasks and before leaving the laboratory.
12. Failure to follow these rules may result in my immediate expulsion from lab and suspension of lab privileges.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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