

EE 493-494 LABORATORY RULES

CLEANING AND SURVIVAL OF THE LABORATORY

1. **Painting** work is not allowed in the lab, in the hall and in closed areas. Painting can be done in the lab garden by taking necessary precautions not to scatter/spot/spill paint around. Cover the surface or wall over which you paint. In case of an accidental spill, paint must be cleaned immediately (students must ask for help and cleaning material from the department personnel).
2. **Tables** must be kept clean. Protect them against damage. Do not scratch. No scripts, no calculations on table surfaces. Smearred glue, paint must be cleaned away immediately.
3. **Chairs** can be used only for sitting, not for rolling/skating!
4. Protect **ground tiles** against damage when working on the ground with hard, heavy materials and tools.
5. **Litter and waste** must be left only in the litter or waste bins.
6. All **analog oscilloscopes** are functional. If you think you are experiencing a problem, contact Mr. Vasfi Ergün.
7. **Oscilloscope probes** are borrowed on registration. A student who does not return the borrowed probe will not be approved by the department for graduation.
8. Any **damage or spill** that you cannot manage to recover must be immediately notified to the department.
9. **Leave your environment clean when leaving the lab.**

SAFETY

10. At your **first visit to the lab**,
 - a. check the locations of fire extinguishers
 - b. check the locations of electric switches and fuses and identify their functions
11. **Smoking is not allowed** in closed areas. No glowing butts anywhere.
12. Turn **soldering irons off** when leaving the lab.
13. **Flammable substances** (paints, cleaners, glues, etc.) must be used carefully and must not be left unattended. They must be kept enclosed.
14. Keep the **lab door closed**.
15. Turn **all lights off** when leaving last.
16. When leaving last, be sure that the **garden door is closed**.
17. You are **not allowed to share your ID card** with others. In case of an investigation

I read the rules above.

I understand that obeying the rules serve to sustain the quality of the Design Studio course for the future students.

I take the responsibility of using the laboratory accordingly, knowing that the laboratory is under 24-hour video surveillance and that the violation of any of the above terms will be subject to at least disciplinary action.

Name :

Signature :

Date :