**Freshman Experiences in Mechanical Engineering**  
**Fall 2009 Design Laboratory (Wyman 145) Rules (updated 11.20.09)**

**Access**

- You may be in the lab whenever the building is open. This is from 6 am – 11 pm on weekdays and 7 am – 6 pm on Saturdays. Please leave the lab when the building has closed at night.

- Your J-card gives you access to the lab (and also leaves a record of access times for each user). Your J-card will **not** give you after-hours access to the building.

**Supplies**

1. You may use any supplies that are found at Station 1 in Wyman 145.

2. Supplies will be replenished on a regular basis, but please be judicious in your use of raw materials and exercise courtesy toward your fellow groups.

3. Let Lester or one of the TAs know immediately if any supplies are running low.

4. Do any prototyping/test construction using the foam-core where possible. Try to restrict the use of wooden boards or planks to final construction.

5. Test parts for your group should be kept in your group’s (labeled) bin. However, please **do not** hoard raw materials in your bin for future use (see also item 2 above). Lester and the TAs will periodically look through bins and will remove any unused raw materials and return them to the common supply.

6. Please keep the supplies neatly organized.

7. A small number of sample flags (right now 5) are in the lab for test purposes. **Do not** remove the flags from the lab.

**Tools**

A. You may use any tools that are found at Station 1, including the power tools, sandpaper, X-Acto knives, hand tools, measuring devices etc.

B. Observe appropriate safety procedures when using the power tools. Make sure that you have been trained to use the tools by the group member that was formally trained by either Rich M. (our department machinist) or Lester. Wear safety goggles when operating the tools, secure loose clothing/hair/jewelry, and **do not** work alone.

C. Clean up after yourself. If you use the power tools, for example, please sweep up any sawdust with the broom and dustpan and discard the residue in the trash can; if you use foam-core, throw away any small scraps that are left over. Otherwise put all tools back where you found them after use.

D. Spare blades for the knives are in the same box as the knives. Put used blades in the receptacle built into the blade dispenser. Return the knives to their box after use.