

# Rules and Expectations of Our Members

503 Hayden Hall

Updated January 19, 2021

Lab access is a privilege, and it's important that you follow our access rules. If you are approved for lab access, you will be issued a door code to give you access to the space during Hayden Hall operating hours. Never share your access code with anyone. If someone uses your code, you may be held responsible for any damages incurred by them.

Violation of rules herein may result in a penalty or full suspension from independent club access.

## Obtaining Access

- Pay a non-refundable lab dues fee
- Provide your contact information (e-mail, NUID, phone number)
- Provide written agreement to our club rules
- Provide written acknowledgement of the safety hazards inherent to the lab space

## Independent Access

- Access is a privilege
- Members should use club space for tech-oriented projects, coursework, or club related activities
- Members are responsible for their actions in the space
- Members are responsible for the actions of those they bring to the space

## Demonstrate respect for personal and club property

- Only use equipment for its intended purpose
- Only use equipment that you are knowledgeable to use
- Keep the benches and other shared spaces clean
- Notify the facilities manager upon shortage of materials

## Safety Guidelines

- Be aware, be alert
- Know the dangers of the tools and materials you're working with
- Wear safety glasses when cutting, drilling, soldering, or using power tools
- Tie back long hair or loose clothing and remove jewelry when working around exposed voltages or power tools
- Use an ESD strap when working inside electronics
- Wear rubber gloves when working with chemicals
- Keep flammable items away from soldering station
- Have proper airflow and ventilation while soldering
- Turn off soldering equipment when leaving the bench unattended
- Do not start any fires

## **Tool Use**

### **Ham Radio**

Only members approved by the Ham Guru may operate the radio equipment. Contact them if you believe you are qualified or would like to learn. Any changes to the station must be approved by the Ham Guru.

### **Soldering Station**

Use of the soldering equipment is limited to qualified members. Members with record of attending a NUWC soldering workshop are automatically qualified. If you believe you are qualified but have not attended a workshop, please contact the e-board.

### **Power Tools**

The Dremel and other power tools require a safety training. Contact the e-board to arrange one, or if you believe you're already qualified.

## **Before You Leave**

- Clear your bench
  - Discard waste
  - Power down and return all tools to proper locations
  - Put away your projects
- Shut and lock all windows
- Turn off air conditioning
- Turn off stereo amp
- Turn off ham radio equipment
- Turn off all lights
- Properly dispose of all food items

## **In Case of Emergency**

A landline telephone is stationed by the soldering station next to the door. Please make note of the location of the fire extinguisher attached to the center column in the lab in case of fire. If a fire occurs in the lab and you are able to extinguish it, call NUPD at (617) 373-2121 to report the incident. If you are unable to extinguish a fire, immediately exit the lab using the stairs directly outside the lab space and pull a fire alarm along the fourth floor of Hayden. After exiting, wait for authorities to arrive and follow up with them to explain the situation.

**NUPD Emergency Line: 617-373-3333**