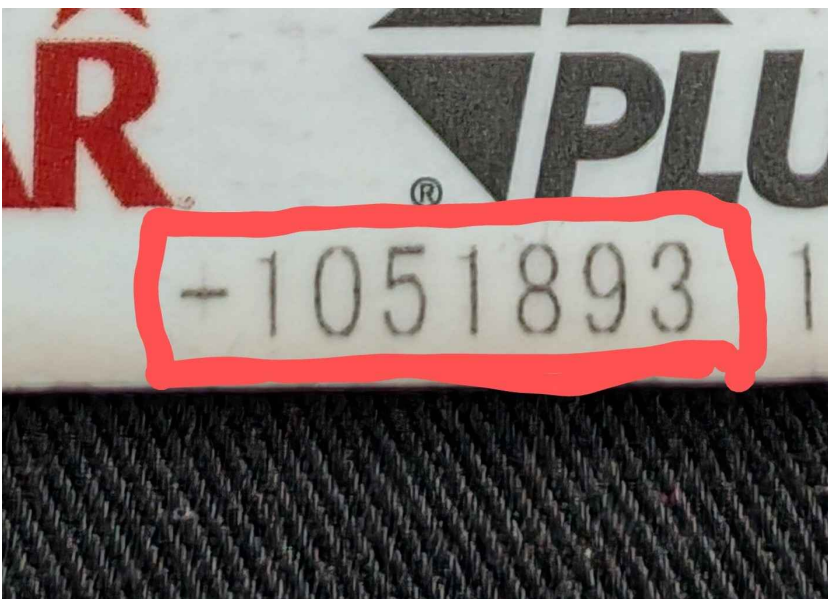


IST Building Access/Lab Access

Building Access

- 1) Talk to Marcy about giving building access to new officers, and removing access from old officers.
- 2) She will ask you for 3 main pieces of information for every officer (old and new): [Full Name] [UCF ID (the 7 digit one)] [First 7 digits of the number on the back side of your ID including the sign (see below)]



NOTE: If you have never needed building access at UCF previously, you will need to go to Card Services and ask them to print you a new ID with this number on the back.

- 3) Send all the information to Marcy and Crystal in an email, make sure you tell them which officers need to **get** access and which need to have it **removed**.

Lab Access

- 1) Old officers should give new officers the code to the lock box so they can open the lab.
- 2) After the transition process is complete, new officers should change the code to lock box for security.
- 3) New officers need to complete a 3 hour Lab Safety training in order to be "**officially**" allowed to open and run the lab.

Lab Rules/Practices to Keep in Mind

- 1) **DO NOT** leave the back door propped open for any reason. The self closing mechanism will be damaged and will stop closing the door all the way, and it raises a building security risk.
- 2) Students can enter from the front door of the building before 5pm, after that they need to knock on the back door and be let in.
- 3) Unless they are given explicit access, or they are accompanied by an officer, members **SHOULD NOT** be roaming the building aside from going to the bathroom down the hall, or working in the RAPID lab space.
- 4) Prior to using power tools in the lab, the user of the tool must notify **EVERYONE** in the lab, and offer them hearing protection before starting.
- 5) Certain tools/processes that may release harmful fumes into the lab, **MUST** be done either outside, or with proper ventilation. E.g. cutting carbon fiber should be done outside with proper masks, soldering can be done inside, but flammable materials need to be away from the area, and the soldering fans must be used. As a general rule of thumb: **Do not permit others to incur a risk if they are not aware of it, or are not given the chance to remove themselves/lower their level of risk.**
- 6) Keep the lab **CLEAN!** It is not only good for safety reasons to have a clean lab, but it helps promote productivity and organization within projects. If a team has to clean up after the group that was using the space the day before, they have wasted time that they otherwise would have been productive, and probably did not put things away properly, which will negatively affect the team that originally left the mess.

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