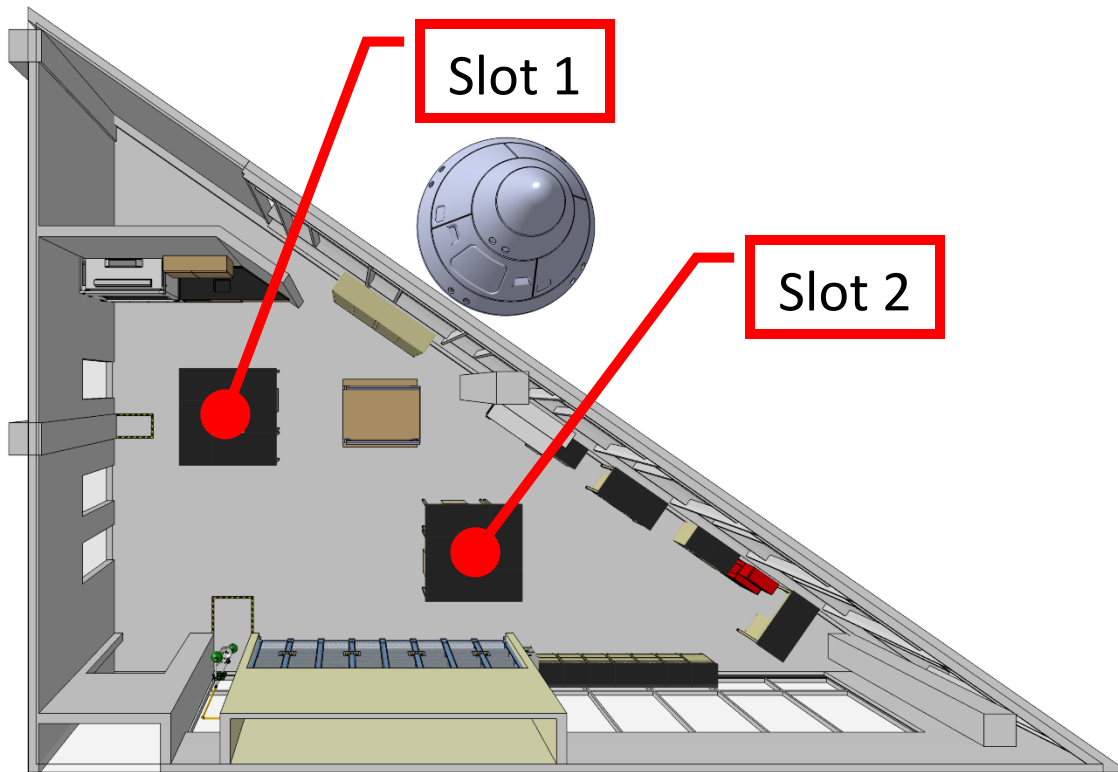# ARMS 2098 Operating Guidelines, Fall 2020

ARMS 2098 will be operated using two build areas, referred to as slots.

SOPs

- Each slot may only be used by one group at a time
- If a slot is unscheduled, a group may use it in a "walk-in" manner, but must immediately book a block of time in the schedule
- Face masks AND shields must be worn by all lab users
- Users must try to distance from each other as much as reasonably practical
- Tables must be wiped down with disinfectant or sanitizing wipe when done
- Tools, components, or materials must be wiped down with disinfectant or sanitizing wipe when returning to toolbox or cage
- Projects may not be left on table top, they must be stored in a storage bin or rolling cabinet; these will be provided and assigned as needed

A PDF version of this document is available at engineering.purdue.edu/AAEDBT/ARMS_2098.html

ARMS 2098 Operating Guidelines, Fall 2020

Scheduling

- Slot 1 and Slot 2 will have separate schedules booked through Outlook calendars; the following links are *only for viewing the calendars*
  - [Slot 1 HTML link](#)
  - [Slot 2 HTML link](#)
  - DBT Website schedule section: https://engineering.purdue.edu/AAEDBT/ARMS_2098.html#LabSchedule
- One point of contact per team or club will have access to edit the scheduling calendar
  - Point of contact will be able to see the current schedule, and add their own team's reservation; they will not be able to delete any reservations except their own
- Lab card swipe access is from 6:00 AM to 11:59 PM – slots may only be booked between these times
- A group may only book one slot at a time
- Scheduling is on a first-come, first-served basis
- There is no limit on how long of a slot you may book, but please be courteous to other lab users
- Do not schedule time that you will not use, e.g. do not book Monday-Friday from 12:00-2:00 PM if you only *think* you might use one of those times
- Include your class/team number/group name in the "subject" and a brief description of work to be done in the body of the calendar event

Contact Phil Baldwin, pbaldwi@purdue.edu, with any questions

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