

School of Mechanical Engineering
Access to Making Facilities in the ME Building Policy
(ME Machine Shop, Mallot Studio, 3D Print Lab)
02/14/2021

General Information:

All users will be required to complete annual online training unique to each facility. This training will be verified with a quiz. Users will also be required to complete training on the ME Building Emergency Plan with another associated short quiz for verification.

COVID Specific Information:

Due to COVID, all users will also have to review and agree to the ME Building COVID SOP. Each facility, if open, has a unique COVID operating SOP. Users will be expected to follow these SOP's at all times.

- The ME Machine shop is operating on a scheduled basis. You must submit a request to work to "mecl@ecn.purdue.edu" in advance of using the facilities.
- The Mallot Studio is operating under restricted hours and capacity. These hours are currently XXX for the spring semester 2021.
- The 3D Print Lab is CLOSED for the spring semester 2021. 3D Printers have moved into Mallot and into the Senior design areas.

General Access Policies:

The ME Making Facilities are provided by the School of Mechanical Engineering to further the instructional and research mission of the School. These are not 'University Wide' resources and need to be treated that way.

ME Students, Faculty, Staff

All Faculty, Staff, and Students in the School of Mechanical Engineering will be eligible by default to gain access to these facilities. To be considered an ME student, you must be registered as a Mechanical Engineering student. Individuals in this group will only need to complete the requisite training to gain access.

Non-ME Students, Faculty, Staff:

If you are non-ME student taking an ME Class, you may be granted access. The ME instructor in charge of this course must make the request to grant you (or the class) access. This access is to support the instructional needs of the ME course.

If you are a non-ME student doing research with an ME faculty advisor, you may be granted access. The ME faculty advisor must request you be given access to the specific facility. This access is to support the research needs of the ME faculty member/group.

If you are part of a student organization, your student organization's access must first be approved by the Associate Head for Undergraduate Studies or the Assistant Head for Experiential Learning. This approval, if made, will include the maximum number of non-ME students for which access will be granted and the duration for which this approval is granted. The request for this access should be made by the President of the student organization and endorsed by the advisor to said student organization.

If you are a Non-ME Faculty/Staff/Post Doc's/Visiting Scholars, please contact Michael Logan – Managing Director of Technical Services to discuss your needs.