

School of Mechanical Engineering
Using Technical Staff and Facilities in the ME Building
to Support Faculty Research
February 29, 2020

General Information:

The School of Mechanical Engineering offers numerous resources to support various research needs. This is a guide for how to make use of the various resources, facilities, and technical staff in the Mechanical Engineering Building.

Facilities Impacted:

Electronics Shop (ME 2042)
Circuit Board Manufacturing Facility (ME 1030G)
Student Machine Shop (ME G039/G042)
3D Printing Lab (ME 1020)
Lithography Lab (ME 1191)
Metrology and Test Equipment (various rooms)
Instructional Lab Equipment (various rooms)

Process to Initiate Research Work:

The first step for using any facility or staff resource to support research work is to meet with the Director of Technical Services for the ME Building and the associated Technical Lead for the resource in question. This meeting will establish the scope of the work, available resources, and available schedules for the desired resources. This meeting should generate a work order with account numbers, scope of authorization, and any time/charge limits. This meeting may also establish limits or requirements that must be met to utilize departmental equipment as well as any supervision requirements. Equipment and staff may not always be available to support research needs. This is especially true for equipment used in the instructional labs.

Director of Technical Services:	Michael Logan (loganm@purdue.edu , ME 2042)
Technical Lead (Electronics):	Bert Gramelspacher (bertgram@purdue.edu , ME 2042)
Technical Lead (Machine Shop):	Steve Florence (sflorenc@purdue.edu , ME G027)
Technical Lead (Lithography):	Michael Sherwood (msherwoo@purdue.edu , ME 1180)
Technical Lead (Metrology):	
Technical Lead (Instructional Labs):	Steve Kessler (kessler@purdue.edu , ME 2042)

Utilization of Facilities, Equipment, and/or Staff Time

A complete work order signed by the PI for the project, the Director of Technical Services, and Technical lead must be 'on file' prior to usage of any facilities, equipment, or staff time.

Charges will be made to the provided account based on the specific staff member or members involved on an hourly basis at the staff members university pay rate. The minimum charge time is ½ hour for any staff member when work is completed. Charges will only be made by staff members when working for benefit of the project or when providing specific required guidance, training, or supervision of students using departmental equipment in support of the research project.