ME Evening Computer Consultant Responsibilities:

Consultants are expected to be in one of the computer labs during their shift. (Exceptions for restroom breaks or Railside Station for a meal). Consultants are NOT to be found outside the labs.

Principal Responsibilities

1) Check each computer lab, tutorial room, student work room, and PEARL lab space every hour. Ensure printers have paper and stapler (if present) works and has staples. Leave no more than 1 ½ reams of paper at each printer. If stapler is present and broken, remove and place in top shelf of paper cabinet.

2) Swipe your ID card at each lab door and tutorial room door every hour (combine with #1) (ME1030, ME 2028, ME2038, ME3021, ME 2130, ME 2134, ME 2138, ME 2142). Walkthrough the PEARL lab spaces and swipe your ID card on one of the PEARL lab doors.

3) As you walk through the labs, look for students with food and drink at a computer desk. If you find any, remind them of the policy and ask them to put it away or move to a non-computer table. If they do not comply or are repeat offenders, e-mail Mike Logan the names or logins of the student. When in doubt, avoid a confrontation and send e-mail.

4) As a consultant, you are expected to abide by the ‘No Food or Drinks Policy’ in the instructional laboratories. Violation of this policy will result in termination.

5) Complete the cleaning tasks as directed.

6) At the start and end of your shift, do a thorough walkthrough of the computer labs and tutorial rooms. Dispose of any trash left on tables and put chairs in their proper place as possible.

7) If your shift is the closing shift, be sure that each computer lab is empty before leaving. When doing this, clean up any trash left at the computer desks and place the chairs at the proper desks. Straighten the Keyboard/Mouse/Monitors/mouse pads. Also ensure all printers have paper and all printouts are cleaned up. If needed, empty the 3-hole punch and refill staplers as well. ME 2028 and ME 2038 do no close so they do not need to be ‘empty’.

8) Report via the MECL Website trouble reporting form any issues with equipment in the lab. If in doubt, report it. The online form submits to all of the Eshop and ECN support staff.

9) Carry with you the portable phone. Dial the phone number (45665) to ensure it works and answer it whenever it rings. Phone base is in ME 2038. Report any problems.

10) Change toner in printers as needed and remove jams if needed. If more extensive service is needed, submit a trouble report, turn off the printer and leave a note on printer.

11) If you find items for the Lost and Found, please place them in the paper cabinet if valuable or on the coat racks in ME 2028 on not. If you place an item in the cabinet, e-mail mesite@ecn.purdue.edu to let the shop know to pick them up.

12) As a consultant, you are being paid by the department to work. You are expected to be in the computer labs, be accessible and respond to problems. You CANNOT delegate this responsibility nor share keys/access cards. Also, you cannot work another job while working as a consultant.

13) When you are not going through the hourly ‘rounds’ or cleaning tasks, you are expected to be at the consultant computer desk to answer questions and generally be available. This desk should be setup in ME 2028/ME2038 and have the sign prominently displayed.
Weekday Specific Information

1) If you are starting the weekday 4:00PM shift, you MUST check in with the Electronics shop.

ME 1030 Specific Information

1) During the week, ME 1030 closes at 10:00PM. At times, a TA may open the lab for evening or after hours lab use. The TA is to check in with you so you know it’s open. The TA will have a swipe card to open the doors. If ME 1030 is opened – simply add this to your walkthrough each hour. You do NOT have to keep others from using computers in 1030. They should NOT be using lab equipment though (outside of the lab where the TA is)

2) ME 1030 is closed over the weekend unless TA opens it for extra lab hours and has a swipe card.

3) If at any time you see all computers are in use in all of the labs, you may open ME 1030 to allow students to have access. This is to be done only if all other machines (within reason) are in use. Also, if you do this, submit an online trouble report documenting that this was done.

Opening the Labs

1) Pickup the cordless phone. Be sure to turn ON the ringer. Dial the phone from another phone to check functionality. Report any problems.

2) Prop open ME 2028, ME 2038 and ME 3021 doors using the block wedges in the cabinet or at the doors.

Shift Change Specific Information

1) When changing shifts, the incoming consultant MUST locate and obtain the cordless phone for the outgoing consultant.

2) If you are the outgoing consultant and the incoming consultant has not checked in with you, you may extend your shift up to 30 minutes to wait for the incoming consultant. Any longer extensions must be approved by the E-shop. (call if needed). This is due to total hours worked and limitations the University and Immigration place upon us. If the incoming consultant does not show, send e-mail to loganm@purdue.edu to notify the shop and close the labs. Please post signs advising they are closed due to an ‘unforeseen conflicts with available lab consultants’

Closing the Labs

1) Ensure that all doors are locked and the labs and tutorial rooms are empty. If the doors will not lock, call the Purdue Police (4-8221) or Mike Logan. Under no circumstances should you allow individuals to stay in the labs or tutorial rooms. If individuals claim to have after hours access, they will have a means to enter/exit the labs and you should have them demonstrate this. TA’s CANNOT keep the ME1030 open past the labs closing time. YOU are responsible for PERSONNALLY verifying that the labs and the building is secure prior to leaving.

2) ME 2028/ME2038 is accessible to ME students 24 hours a day, 7 days a week. When you
close these labs, you need to place any unused chairs back in place, clean up trash and tidy up the printer area. You do NOT need empty ME 2028/2038 of people.

3) ME 1030 is NOT a 24 hour lab. It MUST be closed and emptied of students at the designated closing time.

4) ME 3021 is NOT a 24 hour lab. It MUST be closed and emptied of students at its designated closing time.

5) The Tutorial Rooms are NOT 24 hours rooms. These MUST be closed and emptied of students at its designated time.

6) The PEARL labs are NOT 24 hour spaces. During the semester, these rooms will have closing times posted on the doors. You are to close and empty the rooms at the posted times.

7) Return the phone to the charge base and turn the ringer to OFF.

**Extra Hours, After Hours Use and ‘Substitutes’**

1) Due to Fair Labor laws, the Labs are to open and close exactly as the schedule dictates. Do NOT keep the labs open later ‘on your time’. Also, do not ‘Keep the labs open because they are busy’. By law, you would be working during this time and those hours are not authorized by the department. If you are found to have done this, you will be terminated as an ME computer consultant.

2) Although you may have a swipe card signed out to you, you are NOT to unlock and allow other students into the building/labs when the building is officially closed. This card is issued to allow you access to work the scheduled times for the ME computer labs.

3) If you will miss your shift, you must fill out a shift change form prior to the shift. These forms are posted in the E-shop and are not valid until both consultants have signed them. This is a temporary swap of shifts to account for evening exams and other non-regular issues. Generally speaking, you need to work the shifts assigned.

**Cleaning tasks**

1) There are lists of tasks to be completed for each shift. If you work a shift, you are responsible for ensuring this is done. These are not optional tasks.

2) At times during the year, 1030 will be open past 10PM. In these cases, the consultant who closes the lab must ensure the chairs/stools are neatly arranged in the lab areas.
### ME CONSULTANTS
### SHIFT CHANGE REQUEST FORM

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Shift</th>
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<tr>
<td>Person 1 (scheduled)</td>
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<tr>
<td>Person 2 (taking hours)</td>
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Person 2: Final hours per day and weekly total. (you cannot work more than 8 hours per day)

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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Person 1 (Print/Sign/Date)_________________________________________________

Person 2 (Print/Sign/Date)_________________________________________________

Authorizing Signature (Mike Logan)________________________________________

Completed forms will be posted in ME 2042 (electronics Shop)