

How to Return Equipment to the EE Labs

Equipment may be dropped off at the EE building from 8:00 AM to 3:00 PM Monday to Friday. Students will leave the equipment in a secure location and then send an email to the EE Building Deputy, Steve Devault (devault@purdue.edu) and the lab staff course coordinator associated with their course.

Course Number	Staff Member	Email
207/20007	Ryan Beasley	rbeasle@purdue.edu
208/20008	Sutton Hathorn	shathorn@purdue.edu
270	Rick Kennel	rick@purdue.edu
306	Todd Wild	toddwild@purdue.edu
308	Ryan Beasley	rbeasle@purdue.edu
337	Mark Johnson	mcjohnso@purdue.edu
362	Rick Kennel	rick@purdue.edu
437	Mark Johnson	mcjohnso@purdue.edu
440	Ryan Beasley	rbeasle@purdue.edu
477	Todd Wild	toddwild@purdue.edu
49022	Sutton Hathorn	shathorn@purdue.edu
Other	Mark Johnson	mcjohnso@purdue.edu

The email should include a list of the items you are returning, and an attached picture of your items left on the table. The email title should also include the course number you borrowed the equipment for. An example email is show below.

To: toddwild@purdue.edu; devault@purdue.edu

Subject: ECE 477 Equipment Return

Hello,

I wanted to let you know that at 2:30 PM on 4/27/20. I left a box on the table of the cage room. The box contains the following items.

- 1 Soldering iron
- 1 Bag of soldering iron tips
- 1 Flux pen
- 1 Tweezers
- 1 Development Board for STM32L0

Please see attached photo



How to Navigate to the Drop Off Location

Students should leave items in the EE loading dock cage room. Instructions on how to navigate there follow.

Go to the Southeastern corner of the EE building.



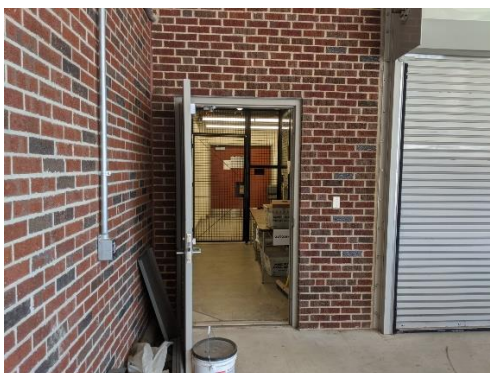
The door to the cage room is highlighted in green. The stairs highlighted in red are behind a wall.



Stairs leading to cage room



Door leading to cage room



Cage Room



Drop off table in cage room