

Aerospace Science Lab Usage Rules

General Rules:

- 1.) There are many people working on various research and class-related activities at the Aerospace Science Lab. Always consider how your activities in the Lab will affect others.
- 2.) If you don't know, then ask. The Aerospace Science Lab staff, professors, and graduate students are willing to help you.
- 3.) Always introduce yourself by name to people at the Lab whom you ask for help. Learn their names, as well. This will make for better communications and operations.

Building Access:

- 1.) The Aerospace Science Lab is unlocked from about 7am to 5pm on weekdays. The building is always locked on the weekend or holidays. Do NOT prop doors open during hours that they are normally locked. This will help prevent theft from the Aerospace Science Lab.
- 2.) Authorized persons can get after-hours access by having the shop foreman (Madeline Chadwell) give them a PIN for the North-door lock system.

Machine Shop Rules:

- 1.) Misuse of any machine or tool can cause serious injury or death.
- 2.) In case of emergency, a phone is available near the Zero G test tower, beside the Boeing Wind Tunnel. Call 911 in case of emergency.
- 3.) The Aerospace Science Lab machines and tools are NOT to be operated by any individual without approval, proper training, and knowledge of the machine and software that controls the machine. See the machine shop foreman, Madeline, for training and approval to operate the machines. If and only if Madeline is not available, please see any other machinist, Professor Sullivan, or a Teaching Assistant for training and approval.
- 4.) Safety glasses, available near the west entrance to the shop and in the wood shop, are required to be worn at all times of operation of the Aerospace Science Lab machines and tools. Hearing protection is available, and it is highly recommended that it be used during machine and tool operations.
- 5.) Never wear open-toed shoes or sandals in the machine shops. Never wear loose clothing or jewelry in the machine shops.
- 6.) Keep all appendages from any parts of moving machinery and tools at all times. While the motor is running on any of the machines and tools, do not place hands or fingers near the cutting area. Long hair has the potential of being caught in moving parts; make sure hair is secured and out of the way before operating the devices.
- 7.) Do NOT operate the machines alone. You must have another person in the area while operating the machine.
- 8.) The hours of the main machine shop are 7:30am – 11:00am and 12:00pm – 4:00pm. Do NOT enter the main machine shop during hours other than these. Never attempt to climb over the fence surrounding the main machine shop.
- 9.) Tool boxes in the main machine shop are the property of the machinists—do not use any of their tools. Machine shop owned tools can be checked out—see machine shop foreman, Madeline, for more details.

Equipment Borrowing:

- 1.) Make sure it is okay before borrowing any equipment or modifying any apparatus set up. If you don't know who is in charge of the equipment, simply ask around.
- 2.) The various wind tunnels are used by a number of groups including some outside of AAE. Coordinating with the three lab classes (AAE 333L, AAE 334L, and AAE 520) is important for use of wind tunnels.
- 3.) AAE 333L/334L facilities are of critical importance to those classes. Thus students must have permission from Professor Sullivan or a lab class TA to use AAE 333L/334L equipment.

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- 4.) Small items, such as oscilloscopes, may be readily borrowed **if not already in use**. Please leave a note at the location where you borrowed the equipment. Include your name, phone number, email address, and new location of the borrowed equipment.
- 5.) Some equipment is fragile and expensive. This type of equipment may only be borrowed by those qualified to use it.
- 6.) Other equipment may be calibrated or aligned and moving it means time consuming recalibration or realignment will be necessary. Receive direct permission from the person in charge of the equipment before borrowing it or moving it.

Clean-up:

- 1.) Always clean your work area when finished—no matter where you are working in the building. Feel free to use one of the various vacuums around the lab for your clean up. Also, brooms and dust pans can be found in the northwest corner of the wood shop. Please put these cleaning tools back when you are finished so that others may use them.
- 2.) If you find a trash can that is full, please empty it in the dumpster outside at the northwest corner of the Lab. Madeline will supply you with a new trash bag if there is not already one in the bottom of the trash can.
- 3.) If you bring food into the lab, place any remnants (such as pizza boxes, soda cups, etc.) in the dumpster outside at the northwest corner of the Lab.
- 4.) If the CNC vacuum bag or any shop-vac canisters becomes full, empty their contents in the dumpster outside at the northwest corner of the Lab. Make sure to reinstall any vacuum filters that you may have removed in the process of emptying the vacuum.