

Built Environment Innovation Lab Policy

This document is an overview of the safety guidelines for usage of the lab. Anyone who does not adhere to the policies of the lab will face consequences based on the severity of the infraction.

Safety and Space

- All users of this space **MUST complete the safety course through D2L before using the lab.** If you need to complete the safety course, see one of the staff members to get enrolled.
- Proper attire must be worn at all times while in the lab. Safety glasses and closed-toed shoes must be worn. Loose clothing and hanging jewelry must be tied back.
- Do not walk away from any tool while it is running.
- The lab has no long-term material storage. At the end of each semester, leftover material will be taken out of the lab.
- This is a workspace for both the Construction Management students and the Architecture students. The lab cannot be used as a long-term storage for projects or as a long-term workspace. There is some storage under the workbenches for small projects, but large projects need to be removed after working on them.
- If assistance is needed or you are uncertain about an operation that can be done in the shop, ask lab staff. We are here to help.
- The lab may be closed occasionally due to class reservation. See signage outside of the lab for up to date information.
- Faculty are required to be present in the lab when the space is scheduled for their class.

General Shop Usage

- Pressure treated wood is **NOT** allowed in the shop.
- Concrete work and metal work must be done behind the shop. Ask staff before starting as there is setup in order to be able to do this.
- Users are required to be available to clean the CNC once their job is complete. Please see the CNC procedure document for full details.
- Make sure to clean up after space and tool usage in the lab. Return tools to their proper location after use.
- Make sure the tables get covered when doing operations that will damage the tables from their original state.