

## Welcome to the Project Lab!

January 11, 2017

- 1) Teams needing bench space in the projectlab please sign up with Bernhard (email or google doc entry)  
Space will be assigned as it becomes available from 479 groups finishing and cleaning up.
- 2) Safety tour: Find out where the following items are located at the lab:
  - First Aid supplies – location and procedures -> near sink area – please inform us if supplies are low.
  - Eyewash -> sink area - please inform us in case you have to use the eye wash, so we can re-supply
  - Chemical storage, MSDS sheet – what they are for, how and where to use chemicals, what to do in case of an accident (get MSDS)
  - Bad accidents: Call 911, position one person outside the building to wait for the ambulance and fetch paramedics to make sure no time is wasted with them searching the location. Alternatively, call campus firefighters as mentioned by Jon.
  - Fire extinguishers -> small hand units in the lab, big hose right outside in the hallway but reserved for firefighters. If evacuation of the lab is needed, make sure nobody is left behind (anyone sleeping on the couch? Anyone wearing headphones no aware of the situation?)
- 3) Tools. Explore yourself, find
  - tools for cutting metal, snips for sheet metal, drilling, filing, hammering -> bench near the door.
  - soldering areas, soldering supplies-> near the sink area. Use fume extractor fans when soldering!
- 4) Equipment, books, catalogues:
  - oscilloscopes, power supplies, function generators, L+C meter -> metal cabinets
  - check out our modest library, and catalogues: Digikey, Newark, McMaster, Acklands, MSC, etc.
- 5) Machines:
  - battery drills, 110V machines: drill, jig saw, sanders and more can be borrowed from Bernhard and Jon, please sign out.
  - there's a PCB milling machine -> far corner of the lab. Find somebody who used it to learn from them.
  - copy machine, printer -> use sparingly. Pay for use when you feel you should! (3D printer piggy bank)
- 6) Shipping and receiving, materials, shop, leftovers and recycling tour
  - Mark Reynolds and the Phas machine shop staff can help with the store as well as shipping/receiving
  - upstairs office Henn 325 for some receiving, UPS and postal sometimes
  - there's a large selection of metal stock materials in the basement, ask Bernhard or machine shop staff
- 7) Not-inside-Projectlab capabilities:
  - wood shop: Phas staff only! The table saw is off limits to unauthorized people.
  - student machine shop (SMS): Only people with 40 hr course, and never alone!
  - outsourcing to Phas machine shop: Submit drawings, 3D models, consider potentially long lead times!
- 8) If you need to make project-related long distance phone calls, ask Bernhard or Jon to use their office phones.

### Contacts:

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