

## Welcome to the Project Lab!

- 1) All teams: Please sign up with Bernhard in case you need bench space in the project lab!  
(write your names and team # on list in Bernhard's office. We will assign space in the next two weeks)
- 2) If you need a key fob, come in the next few days and get one from Bernhard. They are property of the lab and will have to be returned at the end of your studies.
- 3) Safety tour: Find out where the following items are located at the lab:
  - First Aid supplies – location and procedures -> near sink area
  - Eyewash -> sink area
  - 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. Don't waste time. If there are enough people, position one person outside the building to wait for the ambulance, to make sure they don't have to run around the building to find the exact location from where the emergency call was coming.
  - Fire extinguishers -> small hand units in the lab, big hose right outside in the hallway
- 4) Tools tour: where are
  - tools for cutting metal, snips for sheet metal, drilling, filing, hammering? -> bench near the door.
  - Vise! Recycling for metals, batteries, bottles! -> bench near the door
  - hand tools, pliers, knives, soldering stations, soldering supplies-> near the sink area
  - please use fume extractor fans when soldering!
  - plumbing tools, clamps -> near the water cooler
- 5) Equipment, books, catalogues:
  - oscilloscopes, power supplies, function generators, L+C meter -> metal cabinet
  - books -> see the shelves on the east wall of the lab to find our (very) modest library
  - catalogues: Digikey, Newark, McMaster, Acklands, MSC, and others -> near the books
- 6) Machines:
  - battery drills and drill bits -> near soldering benches
  - 110V machines: drill, jig saw, sander -> ask Bernhard or Jon
  - PCB mill -> far corner of the lab
  - copy machine, printer -> use sparingly. Pay for use when you feel you should! (printing more than 5 pages? Copying the Encyclopedia Britannica?)
- 7) Shipping and receiving, materials, shop, leftovers and recycling tour
  - Tryone and the Phas store
  - upstairs office for some receiving, UPS and postal sometimes
  - where to find metals, wood, leftover bits
  - what to do with large leftovers, waste (outside containers between Hebb and Henn)
- 8) Not-in-Projectlab capabilities:
  - wood shop: Phas staff only!
  - student machine shop (SMS): Only people with 40 hr course, and never alone!
  - outsourcing to Phas machine shop: Contact Martin O'Keane, consider potentially long lead times!
- 9) EPL quick run-through! Have you heard about the 'Extracurricular Project Lab'?

### Contacts:

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Project Lab cordless phone: located near the water cooler. 604 – 822 2435 (please pick up when it rings)

If you need to make project-related long distance calls, ask Bernhard or Jon to use their phones.