



LAB10/D12 Rules and Policies

The AMT labs are not responsible for lost or stolen property including missing or damaged files, tapes or other media. Back-up your files and media. Storage drives deleted every two weeks. The labs are not responsible for files stored locally at workstations.

Work stations unoccupied for an extended period and do not have a "rendering or work in progress" sign will be considered abandoned and made available to other students.

Handle all equipment with care. Equipment in your possession is your responsibility.

Check equipment carefully before you leave the labs, as you will be responsible for any damage found upon its return! If your equipment does not seem to be functioning properly: do not use force, ask a technician for help.

Respect the facilities, please clean up after yourself!

Absolutely no food or drink by the computers, printers and other hardware.

All in-lab equipment loans must be returned 30 min prior to closing or end of technicians shift.

Please adhere to lab closing times. Refusal to leave the lab spaces during closing will result in a facilities BAN (**Lab10**).

Dispose of any sharps (blades/x-acto knives) in its proper disposal container located in the lab (**Lab10**).

Physical Computing Studio

1. Use soldering fume extractors at all times when using soldering irons (no exceptions). If you are unclear on how to properly use the fume extractor or soldering iron, please ask your instructor for assistance.
2. Please return tool(s) and equipment to their proper location after use.
3. In the event of physical injury or illness that requires medical attention, please adhere to the posted signage for injuries requiring immediate medical care:

Call 911.

Be guided by the 911 operator as to initial treatment , do not take patient to hospital via cab unless told to do so by 911 operator.

Call Security (212) 229 - 5600 X5165.

Make sure an adult of the same sex as the patient stays with the patient during initial examination.

Make sure some goes with the patient to the hospital.