

## Capstone Lab Rules & Regulations

### Use of the Lab

- All teams needing the lab to complete their designs will be assigned a workspace and if needed a lockable cabinet for their project
- Software team members will use the computer workspace
- Mechanical will be assigned a mechanical workbench with a lockable cabinet which contains a computer and DC power supply.
- Electrical teams will be assigned an electrical workbench with a lockable cabinet which contains a computer, DC power supply, function generator, oscilloscope, and multi-meter (cables may be found in the bookshelf cabinet).
- Electrical and Mechanical teams may obtain a tool chest which will be stored in the workbench lockable cabinet
- Electrical teams can obtain a DAQ board which must be stored in the workbench lockable when not in use.
- Eating or drinking is not allowed
- No garbage is to be left in the lab
- Socializing (the room is not a lounge) is not allowed
- All equipment must stay in the lab and cannot be taken out of the lab or loaned to others

### Tools Usage and Distribution

- Tools will be assigned to a team on a semester basis
- Workbench lockable cabinet keys and a toolbox will be distributed by Mr. Hoinowski
- Students will be responsible for the tools and will sign out for them
- Tools must remain in the lab and stored in the team's lockable cabinet when not being used
- Tools cannot be taken home
- At the end of the term, the keys and tools will be returned to Mr. Hoinowski
- Any missing keys and tools will be replaced by the students at their cost