

Department of Applied Engineering, Safety & Technology
BUILDING SUPERVISION AND UTILIZATION POLICY
Millersville University
Updated 4/2016

Osburn Hall is an approximately 70,000 square foot facility, divided into four main cluster areas. These cluster areas include Communication, Production, Energy/Power/Transportation, and Occupational Safety & Environmental Health. Each of these cluster areas have associated laboratories which are designed for hands-on and application experiences. There are 10 classrooms designed specifically for direct instruction for laboratory based and non-laboratory based classes. Four of these classrooms can be deployed as large meeting areas by opening the moveable walls that separate them.

<u>BUILDING HOURS:</u>	Monday – Thursday:	7:00 a.m. to 10:00 p.m.
	Friday:	7:00 a.m. to 5:00 p.m.
	Saturday & Sunday:	open by arrangement

LABORATORY DEFINED

Room or facility equipped to provide "hands on" and application experiences in Communication Technology, Energy/Power/Transportation, Production (Manufacturing and Construction), and Occupational Safety and Environmental Health.

FACULTY RESPONSIBILITIES

1. The Department of Applied Engineering, Safety & Technology faculty are responsible for administration and enforcement of this policy.
2. Faculty who wish to permit students and/or laboratory assistants to use laboratories at times other than specified on this policy must be present or make specific arrangements for unique circumstances.
3. Faculty who wish to have students work in laboratories other than their specific lab must have permission of the appropriate faculty member who is responsible for that laboratory.
4. No exterior entrance key, building master key, or MU OneCard swipe privilege shall be issued to an undergraduate student.
5. Professors should not attempt to make any machine or electrical system repairs without notifying the laboratory technician.
6. Laboratories not in use will remain locked with the electrical system de-energized when not in use.

GRADUATE ASSISTANTS

1. Graduate assistants may use laboratories at any time after specific arrangement with the faculty member in charge of that laboratory has been granted.
2. Graduate assistants may supervise students only during scheduled open labs as specified by the graduate program coordinator or department chairperson.
3. Graduate assistants do not have the authority to permit students to enter or use a laboratory at times other than above.
4. Graduate assistants will hold open lab as scheduled, and will hold the lab open for one-half hour. If there is no student attendance within that time, the graduate assistant may elect to close the lab, but remain in the building.

LABORATORY ASSISTANTS

1. Lab assistants may work in their assigned lab during specified times arranged with the supervising professor between 7:00 a.m. and 10:00 p.m. Monday through Thursday, and 7:00 a.m. and 5:00 p.m. on Friday. Laboratory assistants must be supervised by faculty when working in labs.
2. Lab assistants may work in other labs after arrangement between his/her assigned faculty member and the faculty member responsible for the lab in which the work is to be done.
3. Lab assistants must limit work during the above times to assigned lab duties and are prohibited from working on personal or course-related projects.
4. Lab assistants may not permit other students to enter or use laboratories.

STUDENTS, DEPARTMENT OF APPLIED ENGINEERING, SAFETY & TECHNOLOGY

1. Laboratories are available to students enrolled in Applied Engineering, Safety & Technology courses when an Applied Engineering, Safety & Technology professor is present.
2. Laboratories are available to students enrolled in Applied Engineering, Safety & Technology courses during scheduled "open lab" hours supervised by a graduate assistant. "Open labs" are only for students currently enrolled in courses taught in the department.
3. Students are not permitted in laboratories at any time other than the posted building hours without expressed written permission of the faculty member responsible for the laboratory being utilized.
4. Any student organization activities taking place in the facility must be supervised by the faculty advisor to that organization.
5. Acceptable laboratory activities are limited to those activities necessary to complete course requirements. Outside projects and projects for personal profit are prohibited except with expressed written permission of the supervising faculty member.
6. Students are expected to supply and wear reasonable personal protective equipment. Non-tinted, Z-87 safety glasses are required at all time in all labs. Hearing protection and dust masks will be available to students upon request to the professor or graduate assistant in charge.
7. Students must wear acceptable clothing in the laboratory environment. Shorts and open toed shoes are not acceptable for production (materials) labs.
8. The use of MP3 players or similar devices having headphones is prohibited in all of the laboratories.
9. The use of cellular telephones, camera phones, messaging devices, and text messaging devices are prohibited in any supervised laboratory or classroom area.
10. Use of tobacco products is prohibited in Osburn Hall.
11. Leather footwear with non-marking soles is strongly recommended.
12. Students will not attempt to make any machine or electrical system repairs. Any equipment or electrical abnormality should be reported to the professor or graduate assistant in charge.
13. Students are required to clean up their work area at the end of an activity, process, class, or open laboratory time.

14. Students are responsible for storing their projects in an acceptable manner. Lockers are available on the first floor of Osburn Hall. Certain labs have limited storage for student work. The Department of Applied Engineering, Safety & Technology will accept no liability for lost or stolen student work.
15. Students should abide by all laboratory safety guidelines on display in the laboratory being utilized.