
Name

Email

Research Group

Fabrication Shop Rules

1. Each time you use the facility, sign in on the clipboard.
2. Never use a machine you haven't been signed off on (see below), or if you are uncertain about safe operating practices for a particular job.
3. Do not lend your key(s), but instead work alongside unauthorized users.
4. Always wear safety glasses and closed-toed shoes; secure loose hair and clothing; remove dangling jewelry.
5. If you break it, you are responsible for fixing or replacing it; talk to your advisor.
6. Never work with equipment unless someone else inside the building is aware that you are doing so. Always work with the door open.
7. Contact Karen Daniels (karen_daniels@ncsu.edu) *immediately* about any problems.

Cleanup

1. Remove all shavings/sawdust from work areas, machine, and floor.
2. Replace tools/toolbits into their proper holes and put away.
3. Close and lock door on leaving.

*Failure to abide by these rules will receive **one** warning, followed by a revoking of key and privileges. For serious offenses, there will be no warning.*

I agree to these rules _____ Date _____
sign

The above person has been trained and is certified to use the following equipment:

Equipment	Advisor Signature	Date
drill press		
band saw		
grinder		
mill/lathe (requires key)		

Upon receipt of the completed form, Karen Daniels will sign a Physics Department Key Form and retain this form. A copy is to be kept in the Safety Plan binder in 223 Riddick at all times.