

Engineering Build Space Core Rules v2.0 (last updated: 3rd September 2019)

In the Engineering Build Space, we strive to have a creative, community environment that is empowering, inspiring, safe and easy to use. Makers in Residence are happy to provide project guidance, answer questions, and celebrate both your triumphs and challenges in the process of designing and making things. In order to realise these goals, it is required that users adhere to the rules listed below:

- 01 Be safe, be smart and respect the workspace, equipment and people in it
- 02 Be considerate of other users at all times. What you do, or don't do impacts others
- 03 Be smart by using and wearing the appropriate safety equipment when necessary
- 04 The wearing of open-toed footwear in the Engineering Build Space is strictly forbidden
- 05 The Engineering Build Space is available for use only when **Makers in Residence** are present
- 06 Report any incidents, accidents, close-calls or security concerns immediately to **Makers in Residence**
- 07 When using tools or machinery, ensure either another Engineering Build Space user or a **Maker in Residence** is within earshot, or use the Safety Radios to communicate with others in other areas
- 08 **Makers in Residence** are always here to help - don't hesitate to ask them for assistance or advice
- 09 Always clean up after yourself - put away and clean any tools you have used & place scrap materials in the appropriate blue labelled bins. Cleaning equipment is provided – ask a **Maker in Residence** if you cannot find what you're looking for
- 10 Speak with the **Makers in Residence** if you wish to store in-progress projects. Always label your work clearly with your ID number and contact information
- 11 Workbenches will be emptied daily. Any items (project materials or personal items) left unattended or stored but unlabelled may be disposed of
- 12 Operate only the tools and equipment you have been trained on and given access to. You will be granted access via the electronic key management system
- 13 The sharing of keys to equipment and tools is strictly forbidden, as is activating equipment for untrained users
- 14 Unauthorised users are not permitted to operate tools or equipment in the Engineering Build Space
- 15 Under no circumstances can tools be removed from the Engineering Build Space
- 16 Consult with a **Maker in Residence** before bringing any guests to the Engineering Build Space
- 17 All chemicals, solvents and paints must be specifically approved for use in the Engineering Build Space by one of the **Makers in Residence**
- 18 Bringing food or drink into EBS1.1 or the Tier 3 Access area of EBS1.3 is strictly forbidden. Any food or drink (and their containers) found on benches in these areas will be disposed of
- 19 The use of the Engineering Build Space to produce items that are legally prohibited, or for use as part of any unlawful activity is strictly forbidden. If there is any doubt, consult with a **Maker in Residence**

For more in-depth information on all Engineering Build Space health and safety, please refer to the appropriate Moodle section

ANY VIOLATIONS OF THE ABOVE RULES AND ANY OTHER POSTED LOCAL RULES WILL RESULT IN AN IMMEDIATE BAN*

*Bans can range from a single day, through to a complete academic term, academic year or entire academic course as dictated by the severity of the violation. Any subsequent impact on academic activities is solely the responsibility of the banned user. *Serious violations will be dealt with following the procedures outlined in University Reg. 23 (Student Disciplinary Offences). The use of some facilities in the Engineering Build Space is also governed by University Reg. 31.*

It is required that you download and keep a copy of this form for your own records. The rules are subject to changes at any time, you should ensure you are aware of the latest version; which can be found at:

https://warwick.ac.uk/fac/sci/eng/facilities/buildspace/build_space_access

ENGINEERING BUILD SPACE

