

Enterprise Design Studio - M&M 614 Use Policy

1. Overview:

- a. M&M 614 is a flexible project, collaboration, and computing space made available to students through the Enterprise Program. The room includes networked computers, whiteboards, an electrical component workstation (with soldering capability), adaptable workspaces, power drops, stools, and storage cabinets. This room is accessible via swipe card access (i.e., school ID) only. M&M 614 is maintained, updated, and periodically renovated using Enterprise Program sponsorship and course fees.

2. Scope:

- a. M&M 614 is made available to a finite number of Enterprise teams and students engaged in project work by request only. This policy defines the expectations for all students accessing M&M 614. Failure to meet these expectations can result in loss of room access and additional disciplinary action.
- b. Each team or group receiving access to M&M 614 must read and agree to abide by this policy in its entirety. A **team representative** and **faculty advisor/instructor** are designated for each group; both must sign and date the last page of this policy and provide to the **Administrative Contact**, thereby accepting responsibility for the entire group/team.

3. Administrative Contact:

- a. Nagesh Hatti
Enterprise Director
M&M 722
nhatti@mtu.edu
906-487-2633

4. Safety:

- a. Lab Apparel: Closed-toe shoes and safety glasses are required when working on projects in the tiled work space. Additionally, baggy clothing, clothing with dangling items (strings on sweatshirts), and jewelry are not permitted when operating power tools in the lab.
- b. Fire: In case of a fire, evacuate the building. Contact emergency services at the phone number: 911. Two fire extinguishers are located adjacent to the doors as one enters 614.
- c. Injury / First Aid: If you are not sure what to do in the case of an injury or medical emergency, call 911 and inform them of the emergency and your location in M&M 614. A First Aid kit is located on the wall just inside the east entrance. Any injury, no matter how small, must be reported to the **Administrative Contact** so that an Accident Report can be filed. An Accident Report will not only log the event but will also help to identify and mitigate any potential hazards that may have contributed to the cause of the accident.

5. Annual Schedule:

- a. Fall Semester Weeks 1-3:
 - i. Policy updates are distributed to team representatives and faculty advisors
 - ii. Teams submit the signed policy to the **Administrative Contact**.
 - iii. Teams with prior assigned storage space must clean out unneeded items and schedule a storage review with the **Administrative Contact**. The **PHC Safety Liaison** will review the team's storage space.
 - iv. Upon completion of above items, teams will be granted swipe access for the academic year.
- b. Each Semester – Week 14:
 - i. Teams with ongoing storage space must discard their unneeded items and store remaining items in their respective storage area.
 - ii. Teams with temporary storage space for the semester must discard unneeded items and clean out their assigned shelves and/or cabinet.
 - iii. **The Enterprise Program reserves the right to discard any items left out after Week 14.**

6. General Rules:

- a. Before you enter, **please read all posted signs for general health and safety**. Refer to pages
- b. Be proactive: Report any and all issues immediately to the **Administrative Contact**.
- c. M&M 614 is NOT a machine shop and should only be used for light fabrication using hand tools. Machine shop services are available in your home department.
- d. Absolutely no alcohol: Refer to Michigan Tech Policy 12.4:
(<http://www.mtu.edu/bot/governance/policies/chapter12/sections/12.01-12.05.html#alcohol>)
- e. Maintain a clean space
 - i. Clean up all food and trash. Any trash/waste should be properly disposed of. A trash can and recyclables container are provided in the room.
 - ii. Put all tools and project materials back in cabinets when not in use.
 - iii. Keep the room in an overall presentable state
 - iv. The Enterprise Program will conduct random walkthroughs to ensure the room is maintained in a professional manner. Any issues or concerns will be communicated to teams and their faculty advisors.



- f. Respect the property of others
 - i. There are instances when projects may need to be left out—please only use your team's allocated workbenches and storage lockers
 - ii. Do not touch the property of other teams without permission
- g. When running energized equipment, at least two people must be present.
 - i. This includes anything that involves a power supply and/or open circuits.
 - ii. 3D Printers, laptops, desktop computers, and printers are exceptions.
- h. No chemical storage or usage allowed.
- i. No open flames allowed.
- j. Use of computers is on a first-come, first-served basis.
 - i. The computers in M&M 614 are shared resources available to everyone with room access.
 - ii. During heavy-use times
 - 1. Please limit usage to one computer per team, AND
 - 2. Please limit use to team project work only. This space is intended to **support collaborative project work**; the University maintains many other computing facilities for individual work and assignments.
- k. All computer issues should be communicated to Michigan Tech IT via IT Help (it-help@mtu.edu or 487-1111), with an email copy to the **Administrative Contact**.

7. **Storage Cabinets and Shelves:**

- a. Storage cabinets and shelves are provided in the space and are the property of Michigan Tech. These are assigned to specific teams and are labeled with the team or group's name. The following items apply to proper maintenance of designated storage areas.
- b. Lockable metal cabinets:

- i. Each of these units has a keypad and access code. See the **Administrative Contact** for your team's access code.
- ii. Additional stickers, labels, signs, etc. are not permitted on the cabinets and will be removed.
- iii. Do not store anything on top of cabinet.
- iv. The Enterprise Program maintains a master access code for all cabinets.
- v. Storing items on top of the storage cabinets is prohibited.

8. **Policy Violations:**

- a. All occupants of M&M 614 are encouraged to report any and all violations of this room policy. Violations are to be reported to your designated **team representative, faculty advisor, and the Administrative Contact**. Reported incidents will be reviewed by the Enterprise Program, and those deemed in violation will result in the revocation of room access until further notice.

User Agreement:

By signing this document, you are committing to following and upholding the above rules and regulations for the shared space in M&M 614.

Team/Group Representative:

Team/Group Name: _____

Representative Name:

(Print): _____

Signature: _____

Date: _____

Faculty Advisor/Instructor:

Name

(Print): _____

Signature: _____

Date: _____