

Anáhuac Leadership

LABORATORY RULES



Anáhuac
México

General Provisions.

This paper provides the standards for using the **Manufacturing and Robotics Laboratories'** facilities.

No student will access the facilities unless complying with the requirements and particular indications for these laboratories regarding appropriate clothing, accessories, devices, and protective equipment.

The work area must be organized and clear from objects that might obstruct laboratory tests, free circulation, and that might provoke accidents.

Tests in both laboratories must be conducted under the supervision of the Professor in charge.

Discipline

For undergraduates to enter and work in the laboratories, they need to wear appropriate clothing and closed-toe shoes.

Any kind of food or drink is forbidden. Additionally, smoking and using cellphones is strictly forbidden as well.

An appropriate, responsible, and respectful behavior is required.

Taking or trying to take material or equipment away from the laboratory with no previous authorization is considered serious misconduct, and will be immediately reported to the corresponding Coordination Office.

Undergraduates are responsible for taking good care, cleaning, and organizing the equipment, material, and instrumentation employed.

Operation

Students with no misconduct or tools and equipment misuse reports might use the Manufacturing and Robotics Laboratories' facilities.

If a Professor is giving a class in any of these laboratories, the Professor teaching the subject will be responsible for the correct use of the facilities and the equipment.

The different devices and materials forming part of these laboratories might be used only inside such facilities; these devices and materials are not allowed out.

Before starting any kind of task, undergraduates must inspect the conditions in which the requested laboratories' facilities, materials, and devices are being received by them and must leave them in the exact same conditions. If students find any malfunction, they must immediately report this situation to the person in charge. Otherwise, these students will be charged with the corresponding repair expenses.

About penalties

Any student or group of students who due to negligence, or intentional misuse of the material, equipment or facilities provokes damages or malfunction thereof, will pay for the corresponding repair or replacement.



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