



Design Lab 1: Policies

About Us

- Use of Design Lab 1 is welcome to all **UM Faculty, Students and Staff**.
- Activities conducted within the Design Lab 1 **must** adhere to policies and guidelines outlined by the **University of Michigan Standard Practice Guide**, and by **Environmental Health and Safety**.
- After hour access is permitted to those who complete the **online orientation** who require after hour access to DL1 resources. You may work in the space but will not open the doors to anyone after hours.
- A minimum of three doors must be open during lab hours, **only DL1 staff** are allowed to open and close doors.

Materials and Storage

- Only **approved materials** are allowed for use on equipment in the Design Lab 1. Approved materials are outlined in the equipment guides found on our website and online training materials.
- **DL1 is not a wet lab**, prohibited items include: chemicals, flammable materials, paints, inks, dyes, resins, hazardous materials, or other materials that require ventilation or special handling.
- Storage in DL1 is very limited; if you need to store items in the lab, you must **apply for storage** via our **storage request form** or arrange it with the Design Lab manager beforehand.
- We reserve the right to **remove** projects or materials that staff deems to be unsafe.
- **No tools or equipment** may be removed from Design Lab 1.

Room Reservation

- Reservations for the Design Lab 1 is for the presentation system, chairs and tables within the lecture space and **is not exclusive to the room**. Tables and chairs can be rearranged but must stay within the presentation area and not pushed to the assembly or textiles areas.

Safety and Security

- Where indicated, **proper personal protective equipment (PPE)** must be used at all times; see guides found on our website and online training materials.
- Tampering with locks or monitoring devices is prohibited. **Do not prop open doors after hours**.
- For more information on our safety protocols, please see our website.

When You Leave

- **Before leaving the Design Lab** be sure to return tools to their designated locations, clean up any mess you may have made, and take all project work and personal belongings with you.
- Unattended items will be turned over to **Lost and Found or discarded**. Design Lab staff is not responsible for the theft, damage, or misplacing of items.

Access may be revoked for non-compliance with these policies.

