

**Penn State Behrend
School of Engineering
Guidelines for Faculty Using Electrical Storeroom and Labs**

1. The School's philosophy is that all of our equipment is shared among programs and faculty. This means that common equipment kept in the storeroom needs to be signed out of the storeroom (REDC 141) and accounted for. Ideally, equipment will be signed out and returned through our electrical technician, John McCutcheon, or one of his work study students.
2. The hours that the storeroom service window will be open are posted at the start of each semester. Service will be available between two and four hours each business day.
3. Faculty must submit requests for the equipment and parts that they will need for their laboratories at least one week prior to the lab period. This allows our technician to identify items ahead of time, ensuring that they will be ready for lab. It also helps us to identify equipment use conflicts and respond to them as necessary.
4. Since the storeroom cannot be open all of the time, faculty members will be provided access to the main storeroom. It is imperative that when faculty members need to borrow equipment outside of hours that they sign it out properly and return it in a timely fashion. Faculty members should also keep in mind that the storeroom also serves as our electrical technician's office and respect it as such.
5. If faculty members determine that equipment in the laboratory is in need of repair, they need to submit a work order to John McCutcheon to have it repaired. If those repairs impair the ability to deliver instruction in their classes, they should work with their program chair to develop a solution.
6. Faculty members who teach in the electrical/computer labs need to understand the safety policies that apply to their students. Faculty members must review the lab guidelines and safety policies with their students at the start of every laboratory course and have their students acknowledge by signing the form that they have read the guidelines. Signed forms will be stored in the electrical storeroom by John McCutcheon, and kept on file until the end of the semester after which time they can be destroyed. Faculty are responsible for supplying the signed forms to John.
7. If a student or faculty member is injured in the laboratory, faculty should report urgent problems immediately to Police and Safety. Please notify the School Director of all incidents.
8. If a faculty member needs additional equipment for their personal use to support the educational mission (meters, soldering irons, etc) they should justify it with their program chair to obtain approval.
9. Faculty and programs are encouraged to recommend the acquisition of new equipment to support our teaching mission. In order to do so, faculty should work with their chair and other impacted faculty to develop a justification for purchase of the equipment.
10. No food and only beverages with secure lids are permitted in the labs.

Your support of these guidelines is greatly appreciated. We have excellent facilities and your help allows us to maintain them in an efficient and professional manner.