

Rules and Regulations for EE Labs in the Tellegen Hall

September 2017

Welcome to the lab!!

- During lab days the lab rooms are open 8:45 – 12:30 (EPO3 and EPO4) and 13:45 – 17:30 (EPO1 and EPO2).
- Keep the lab rooms clean and tidy! Eating is *strictly forbidden!* You can eat in the restaurant.
- Clean your desk 15 minutes before the end of lab session.

Safety

Doing electrical experiments is not without risk. By working safely and accurately these risks are manageable.

- Always use common sense!
- Never work alone in a lab room.
- Switch off the power supply before making modifications to your circuit.
- Never touch (parts of) the circuit with the power supply switched on.
- Make sure you have dry hands; always wear shoes.
- Be extra careful with conducting metal objects such as rings, bracelets, etc.
- Be extra careful when handling super capacitors and accu packs.
- If unsure, have your circuit checked by a supervisor before switching on the power supply.

In case of emergency

- Switch off power, use the red emergency buttons if necessary.
- Alarm your tutor and the staff members of the lab.
- Emergency Response Officers (ERO) Ton Slats and Martin Schumacher can be found in the lab support room or in their offices LB01.260/LB01.271 or dial 112 from a TU telephone or 015-2781226 from a mobile phone.

Tools and equipment

In the lab you have at your disposal: hand tools, computers, and advanced electrotechnical equipment:

- Only use equipment and tools for the intended purpose.
- Be careful with sharp tools such as knives and drills.
- Do not damage equipment, measurement cables, or tables.
- You can connect your laptop via Eduroam (WiFi) or the unused ethernet connectors in the lab. It is *not* allowed to disconnect the network cables of the lab computers.
- If you move any equipment, put it back in place after use.
- Switch off all equipment after the lab sessions.
- Please report broken equipment to a staff member of the lab.

Electrical components

You can find components in the component pick-up room:

- Keep the component pick-up room clean and tidy.
- Do not take more components than you need. If you need multiple components write down the required values.
- If you miss any components, please report to the staff members of the lab (lab support room).

Other

- Meeting rooms are available at the first floor of the low rise building. These should be booked at the Service Desk.
- Any more questions? Please ask the staff members of the lab! (lab support room)