



Georgia Tech College of Engineering

George W. Woodruff School  
of Mechanical Engineering

# **Protocols for Access and Utilization of the IDEA Lab: Beyond ME 2110**

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## I. Definitions/Background:

- IDEA lab is a multi-use instructional and design/build facility of the G.W.W. School of Mechanical Engineering. The primary function of this space is to serve the needs for design/fabrication courses in the School of Mechanical Engineering.
- “IDEA Lab” for the purposes of this document refers to the classroom space, MRDC #2101 and the fabrication space, MRDC #2102. The Electronics’ lab, Invention Studio, and Montgomery Machining Mall, located at MRDC #2104, MRDC #2204/#2207/#2317, and MRDC #2323, respectively, is out of scope for this document.

## II. Terms of use

- Applicable Courses (includes below but not limited to):
  - I. **ME 4182**: Capstone Design
  - II. **ME 4723**: Interdisciplinary Capstone Design (ME students only)
  - III. **ME 4405**: Fundamentals of Mechatronics
- Staffed Hours: The IDEA lab will be staffed to allow students to utilize the lab’s machines and tools during the hours posted in the semesterly announcement sent to each applicable course.
- User Agreement Terms:
  - I. Users are to only utilize the lab during TA staffed hours.
  - II. Users are to follow all posted safety rules at all times.
  - III. Before using the space, users are to accept and observe of the SUMS GWW Safety User Agreement and complete the Safety Quiz via the following steps:
    - Go to: [https://sums.gatech.edu/sums\\_react/MyTraining](https://sums.gatech.edu/sums_react/MyTraining).
    - Login with your GT credentials
    - In the "Select Equipment Group" space on the middle-left side of the page, type "IDEA Lab"
    - Select "IDEA Lab (IDL)"
    - Scroll down and you will see the "GWW Safety Agreement" and the "Safety Quiz" requirements
    - Click on each requirement and complete as requested
    - Once you have completed these requirements, you will see a green check mark next to each. You now have access to the IDEA Lab.



- IV. Users are to log in and out of the SUMS kiosk by tapping their Buzzcard upon entry and exit.
- V. Do not disrupt or enter the classroom space when lectures are ongoing.
- VI. Do not bring materials and tools not relevant to the course project.
- VII. Do not bring any hazardous chemicals, flammables or tools in category 2 (<https://safety.me.gatech.edu/tool-categories/>) and above without prior approval from faculty/staff.
- VIII. Users are to keep the lab in a state of cleanliness. All waste materials should be thrown out daily. Any project materials left after staffed hours will be placed in scrap (unless in dedicated storage space as noted in section 3 of this document).
- IX. Laser cutters, 3D printers, power tools, excluding lathes, mills, etc may be used if the user has been trained on these machines.
  - If you have not had training, ask the TA on duty for appropriate training or attain training through the Invention Studio or by emailing [jacob.blevins@gatech.edu](mailto:jacob.blevins@gatech.edu)
  - If you have any questions, don't be afraid to ask.
- X. Do not fabricate within a space dedicated for project storage.
- XI. Users are to follow all general IDEA Lab rules as listed in section 3 of this document.
- XII. For teams that have requested and are offered project storage space:
  - All materials, boxes, tools, or other items belonging to your team must be clearly labeled at all times. Labels should contain team name, student name, student email and phone number. Any non-labeled materials will be discarded without any notice.
  - Containerize any tools, consumables and any other loose materials before leaving the room. All containers must be clearly labeled from the inside. Labels should contain team name, student name, student email and phone number. Any non-labeled containers will be discarded without any notice. Example: <https://www.homedepot.com/p/HDX-12-Gal-Flip-Top-Tote-Colors-Vary-by-Store-211512/202520515>
  - The student team bears the responsibility to empty their designated spaces and clear out any assigned cabinets/containers before the end of the week of the capstone expo. **Failure to clean up the lab will result in an adverse impact on the team's grade.**
- XIII. Failure to follow the terms listed above will result in immediate revocation of access to a student or the student's entire team, at the discretion of the faculty/staff.



### III. General IDEA Lab rules:

- The IDEA lab will be staffed to allow only ME students in applicable courses to utilize the lab's machines and tools. Non-ME students are not allowed to utilize the tools of the IDEA lab during any time. No students may utilize the tools when the lab is not staffed.
- Return tools to their proper locations when finished with them. Removal of IDEA lab property will result in loss of access and appropriate disciplinary actions.
- Clean up after yourself. Vacuum cleaners are available around the room.
- Be attentive of your surroundings and others around you.
- Required lab wear is as follows:

### **PPE AND PROPER LAB WEAR**

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- **Safety glasses are required to be worn in the shop AT ALL TIMES**
  - Eyeglasses must be worn with safety glasses over them unless the eyeglasses provide sufficient cover and are rated for impact resistance
- **Closed-toe shoes** must be worn
  - Flats, crocs, slippers are not appropriate
- **Short- or rolled-up sleeves** are required
- **No loose fitting clothes, or jewelry** such as dresses/skirts, shirt tails, neckties, scarves, shawls, watches, or keys dangling from belts...
- Long hair and beards must be **tied back and UP**
  - It cannot be possible for it to hang past the neckline over the shoulder
- **Metal rings are not allowed** to be worn
- Bags and coats should not be carried around the lab
- Ear protection is required for loud operations



- Memorize the location of fire extinguishers, first aid kits, the emergency eye wash station/shower, and fire blankets as shown below:

