

SENIOR DESIGN LABORATORY USE FORM

Terms of Use

Your lab bench and tools in the Senior Design Laboratory (CEAS room 212) are provided by the ECE Department as a courtesy that can be retracted at any time. You must follow standard laboratory safety practices, e.g.

<http://homepages.wmich.edu/~miller/ECE2100/laboratory/ECE2100LaboratorySafetyAndRules.pdf>

FOOD AND DRINK ARE NOT ALLOWED IN THE ECE SENIOR DESIGN LAB. No students other than ECE 4820 students are allowed in the lab without permission from the Department Chair.

Any items unclaimed by the end of the semester become the property of the ECE Department.

Steps

1. Contact Mr. Robert Makin (robert.makin@wmich.edu) for a bench assignment. Fill out the CHECK-IN portion of this form. After Mr. Makin has signed the form, submit to the **ECE 4820 Course Coordinator** – you cannot use your bench until signed-off by the course coordinator.
2. The form will be returned to you at the end of the semester. Meet with Mr. Makin in the laboratory when you are ready to check-out. Submit the CHECK-OUT portion of this form to the ECE 4820 Course Coordinator. **AN ECE 4820 GRADE WILL NOT BE ASSIGNED WITHOUT A COMPLETED FORM.**

CHECK-IN (to be filled out at beginning of semester)

The undersigned acknowledge and agree to abide by the above Terms of Use.

Name (print)	Signed	Date

ASSIGNED BENCH#:	
-------------------------	--

APPROVALS

Mr. Robert Makin
ECE Laboratory Coordinator

Date

ECE 4820 Course Coordinator

Date

CHECK-OUT (filled out in the lab with Mr. Makin)

The laboratory space is clean and all personal items have been removed.

Name (print)	Signed	Date

APPROVAL

Mr. Robert Makin
ECE Laboratory Coordinator

Date