

Guidelines for the Use of Mechanical Engineering Laboratories

Main purpose of the mechanical engineering laboratories is for instructional-related activities in support of our educational mission. This includes (but is not limited to) the uses listed below:

- a) undergraduate laboratories in support of lecture classes
- b) special projects including engineering club activities
- c) senior projects (team or individual)
- d) masters thesis projects
- e) sponsored research and grants

The Mechanical Engineering Department laboratories are listed below along with the Department faculty in charge of the laboratory (the laboratory director). Also included is the laboratory director's office, email, and phone number).

Advanced Vehicle Development Lab; Dr. Mike Shelton; 17-2350; mtshelton; 869-2575
Energy Systems Lab; Prof. David Miller; 17-2629; dlmiller; 869-2584
Environmental Test & Analysis Lab; Dr. Mike Shelton; 17-2350; mtshelton; 869-2575
Engineering Projects Lab; Prof. Cliff Stover; 17-1456A; cmstover; 869-4610
Fluid Mechanics Lab; Dr. John R. Biddle; 17-2340; jrbiddle; 869-2589
Mechatronics Systems Lab; Dr. Kevin Anderson; 17-2631; kranderson1; 869-2687
Strength of Materials Lab; Prof. Cliff Stover; 17-1456A; cmstover; 869-4610

The Mechanical Engineering Department technician for all the above laboratories is Jim Sickert (17-1548A, ext 2578). For the Fluids/Hydraulics laboratory support, Jeff Pulver, the Civil Engineering Department technician, is also available (17-1476, ext 2489)

Any faculty member teaching a laboratory course or using a mechanical engineering laboratory for any of the uses listed above is required to contact the mechanical lab director and the engineering technician well before the first class meeting. This will enable the technician to be aware of what class is using the laboratory facilities, when the class meets, and any special requirements (including safety awareness and training) that may be needed. At this time, the faculty member should give the technician a lab syllabus indicating the schedule of experiments to be run.

The faculty member must have required training on the equipment being used. If training is required, the faculty member must contact the lab director to arrange a training meeting before the equipment is to be used. Also, the faculty member must always be present in the laboratory during the scheduled laboratory meeting time.

The use of the laboratory facilities for instructionally related laboratory class support takes precedence over any other use of a laboratories and any other use must not interfere with this primary function. The use of a laboratory for activities other than scheduled

laboratory classes require the filing of a “Request For Use of Mechanical Engineering Laboratory” form (see the Mechanical Engineering Department secretary for this form).

Any addition or removal or modification of laboratory experiments, equipment or instrumentation can only be done with approval of the lab director and the department technician.

Safety in the use of the facilities is a high priority and all safety practices appropriate for the specific laboratory to be used must be followed. Anyone using the laboratories must follow the ME Department Laboratory Safety Guidelines and any lab specific safety guidelines both of which can be found at the Department web site. Any safety questions or concerns should be discussed with the laboratory director and department technician.

Food and drinks are not allowed in the labs.

Remember, the use of the Mechanical Engineering Department laboratories is a privilege – not a right.

NOTE: Safety is the number one priority and there will be zero tolerance for unsafe practices and conditions.

NOTE: If students are using the laboratory facilities during evening, night or weekend hours, they must use the “buddy system”, two or more students must present in the same work area.

The faculty or staff user or sponsor for this request is required to submit a monthly update to the laboratory director on the progress on the project. The lab coordinator should be contacted to determine the level of detail on the update that will be required.

Remember the use of our Department laboratories is a privilege – not a right.

Signature of User _____ Date _____

Submit this form to the appropriate lab coordinator for approval.

Lab Director Comments:

Signature of Lab Coordinator: _____ Date _____

Submit copies of this form to the ME Dept. Chair and the ME Lab Technician.