



Vilniaus dailės akademija
Meno ir dizaino laboratorija

Approved:
2016 - 09 - 01
According to Rector's Order No.VĮU- 47

DESIGN LABORATORY

WORK RULES

The design laboratory consists of eight rooms:

- 009** – wood and other material processing equipment;
- 014** – paint room;
- 015** – material storage;
- 017A** – wood and other material processing equipment;
- 017B** – laser engraver;
- 018** – electronics and robotics rooms;
- 030** – where you can build your prototypes and models;
- 132** – 5-axis CNC milling machine.

1. The design laboratory may be used by VAA students and employees:

- 1.1. That have completed first aid, work safety and electrical safety courses and are familiar with general hardware / equipment operating instructions, and have signed in the health and safety instruction journal. Courses are held at the start of spring and autumn semesters. Information is published on VAA website www.vda.lt;
- 1.2. Have signed a reciprocal contract with VAA regarding access to laboratory facilities, equipment and tools for educational purposes. Each student and employee is personally responsible for tools and instruments issued to him;
- 1.3. Must be familiar with Material Safety Data Sheets of chemicals and chemical compounds used in signed form.

2. Design laboratory working hours:

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|-------------------|------------------------|
| Monday – Thursday | from 8:00 till 17:00 |
| Friday | from 8:00 till 16:00 |
| Lunch break | from 12:00 till 13:00. |

3. The following number of people can work at one time:

- a) 5 students in rooms 009 and 017A;
- b) 10 students in room 030.

4. It is possible to reserve time in advance in the laboratory, i.e. register in Registration sheets by specifying time from-to.

5. According to Rector's order No. VĮ-43 (ūk) regarding the use of laboratory **after working hours** or extended work time there the student or employee must arrange that with the **laboratory supervisor** and get a **written permission**.
6. Main work safety requirements when working in the laboratory:
 - a) Tie long hair, no free hanging or loose accessories;
 - b) Closed footwear is recommended;
 - c) Wearing special work clothing, personal protective equipment (according to specific work carried out: earmuffs, protective gloves, protective glasses, respirator) is a personal responsibility of each person working
7. Personal tools (craft knives, measuring devices, scissors, chisels, hammers, pliers and other tools) brought in are a personal responsibility of the owner.
8. Tools provided by the laboratory workers for work process must remain in the premises of the laboratory and returned when work is finished.
9. Everyone working in the laboratory must keep the place clean, conserve electricity, materials, conserve and protect the material property of the laboratory.
10. Students working in the laboratory are partially provided with materials.
11. Everyone working in the laboratory must comply with work safety requirements.
12. Chemicals and chemical compounds must be stored in places inaccessible to students and non-laboratory workers places (locked cabinets). These places must be marked with distinctive safety signs and containers must be marked with visible notes.
13. Everyone must clean or vacuum the equipment and the workplace after finishing work and leave the workplace tidy for others.
14. When 15 minutes are left until the end of working hours everyone must clean the workplace, put the tools back into their storage places and mark the unfinished workpiece, it can be stored inside the laboratory in a chosen place (laboratory personnel are not responsible for stored works).
15. Store personal tools in designated personal storage cabinets.
16. You may contact the laboratory staff who will always help you should you have any questions
17. Food or drinks in the laboratory premises are prohibited
18. Neštis maisto produktus bei gėrimus į laboratorijos patalpas draudžiama.
19. It is strictly forbidden to smoke or consume alcohol in the laboratory premises
20. Use of mobile phones, MP3 players and other audio equipment in rooms 009, 014, 017A, 017B, 018, 132 is forbidden.
21. Persons under the influence of psychotropic substances and alcohol are not allowed in the laboratory.
22. You will lose the right to work in the laboratory premises if these rules are violated three times.