



Vilniaus dailės akademija  
Meno ir dizaino laboratorija

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

## COSTUME LABORATORY

### WORK RULES

Costume laboratory consists of two sections:

**sewing room**, where sewing and cutting works are carried out;

**knitting room**, where knitting works are carried out.

1. Costume laboratory is available to all students and employees of Vilnius Academy of Arts:
  - 1.1. who have attended the first aid, labour and electric safety courses and are familiar with equipment / devices instruction manuals and registered themselves in labour safety journal. Courses are held at the beginning of spring and autumn semesters. More information on [www.vda.lt](http://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. Costume laboratory working hours:

|                   |                        |
|-------------------|------------------------|
| Monday – Thursday | from 8:00 till 17:00   |
| Friday            | from 8:00 till 16:00   |
| Lunch break       | from 13:00 till 14:00. |
3. The following number of students may work at the same time:
  - a) 15 students in sewing room;
  - b) 3 students in knitting room.
4. You may register working time in advance i.e. register in Registration sheets by specifying time from – till
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 safety requirements when entering the laboratory premises:
  - a) comfortable footwear is recommended;
  - b) tie long hair, no free hanging or loose accessories.
7. Students working in the laboratory are partially provided with materials.
8. Personal tools (scissors, needles, measuring tapes, chinks, knitting spindles and other tools), brought into the laboratory, are a personal responsibility of the student.
9. Tools provided by the laboratory workers for the work process must remain in the premises of the laboratory and returned when work is finished.
10. Everyone is personally responsible for the tools he was provided with.
11. Everyone working in the laboratory must keep the place clean, save electricity, materials, conserve and protect the laboratory inventory.
12. When work with the knitting machines is done, the machines must be cleaned and tools must be returned to the laboratory staff regardless of whether anyone else will use the machines.
13. 15 minutes before end of working hours students must clean the workplace, put the tools back into their places, students may store their unfinished workpiece inside the laboratory in a specified place (laboratory personnel are not responsible for stored works).
14. You may contact the laboratory staff who will always help you should you have any questions.
15. Food and drink in the laboratory premises are not allowed.
16. Smoking in the laboratory is strictly prohibited.
17. Persons under the influence of psychotropic substances and alcohol are not allowed in the laboratory.
18. You will lose the right to work in the laboratory premises if these rules are violated three times.