



Vilniaus dailės akademija
Meno ir dizaino laboratorija

Approved:
2020 - 02 - 14
According to Rector's Order No.VĮU - 16

TEXTILE LABORATORY

WORK RULES

The textile laboratory consists of four sections:

dye-works - where fabrics and threads are dyed, Malūnų str. 5, 1st floor;

major weaver's – where weaving works are carried out with large looms and weaving frames, Malūnų str. 5, 1st floor;

minor weaver's – where weaving works are carried out with small looms, computerized looms, Malūnų str. 5, 2nd floor;

sewing and knitting – where sewing work is carried out with sewing and computer driven knitting machines, Malūnų str. 5, 2nd floor.

1. Textile 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 log. 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. The laboratory can accept the following number of students at the same time:

- a) 7 students in the dye-works;
- b) 7 students in the major weaver's workshop;
- c) 7 students in the minor weaver's workshop;
- d) 7 students in the sewing and knitting shop.

3. Textile laboratory working hours:

Monday-Thursday	8:00 till 17:00
Friday	8:00 till 16:00
Lunch break	12:00 till 13:00

4. It is possible to reserve time in advance in the laboratory, i.e. register in Registration sheets by specifying time from-to. If free time is available in the list, you will be entitled to use the laboratory during your specified day and time only.
5. According to Rector's order No. Vİ-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 technical safety rules when entering the laboratory premises:
 - a) Closed-toe footwear is recommended;
 - b) Neat clothing which will not interfere with work must be worn;
 - c) Wearing special work clothing, personal protective equipment (according to specific work carried out: protective gloves, protective aprons, protective goggles) is a personal responsibility of each person working.
7. Students working in the laboratory are partially provided with materials.
8. Personal belongings brought into the laboratory are a personal responsibility of the student or employee.
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. Each person is responsible for the tools he was provided with.
11. Chemicals and chemical compounds must be stored in not easily accessible areas, locked cabinets. These places must be marked with distinctive safety signs and containers must be marked with visible notes.
12. The workplace must be cleaned up and tools returned to laboratory workers when work is finished.
13. Everyone working in the laboratory must keep the place clean, save electricity, materials, conserve and protect the laboratory inventory.
14. Persons working in the laboratory must comply with safety requirements.
15. You may contact the laboratory staff who will always help you should you have any questions.
16. Food or drinks in laboratory premises are prohibited.
17. It is strictly forbidden to smoke or consume alcohol in the laboratory premises.
18. Persons under the influence of psychotropic substances and alcohol are not allowed in the laboratory.
19. You will lose the right to work in the laboratory if these rules are violated three times.