

	Document name: PRODUCT LABORATORY REGULATIONS	Document code: R7-5-14
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SUBJECT AND APPLICATION

The subject of these regulations is the procedures for use of the product laboratories.
The regulations apply to all the laboratories, classrooms and communal areas in use at Polimoda.

INTERNAL FUNCTIONS AND EXTERNAL CLIENTS INVOLVED

Internal personnel assigned to the laboratories, teachers, students.

DESCRIPTION

- **Product Laboratory Manager and Assistant Office**

Deals with the following activities:

- Contacts with companies, suppliers (purchases, utilities, rentals)
- Front desk service (switchboard, entry controls, communications updates, photocopies)
- Performance of teachers' materials requests
- Technical assistance in laboratories
- Ordinary maintenance of premises
- Purchase of materials for the laboratories
- Updating/reorganisation of teaching materials' storeroom
- Materials sourcing and donations
- Audiovisuals delivery/monitoring
- Delivery of card for wireless access
- Delivery of registers and signature collection for teacher attendance
- Collection/sorting of post/messages/communications

In all the classrooms and laboratories, the following rules apply:

- It is absolutely forbidden to eat or drink.
- It is forbidden to repair the laboratory equipment on your own initiative.
- The laboratories and the classrooms must always be left clean and tidy and in their original arrangement.
- The laboratories can always be used as a free laboratory in the hours in which there are no lessons (see times on internet).
- When the laboratories are used outside lesson times, they must always be left free at least 15 minutes before the next lesson, and clean and tidy and in their original arrangement.
- Machine service is guaranteed within the following times:
 - Design Lab: from 8.45 to 20.00
 - Shoe Lab: from 9.00 alle 19.00.

Outside these times, machine service will be supplied only in the case of actual emergency.

- It is not permitted to use the laboratory equipment to make articles of your own that are not connected with the course activities.
- It is obligatory to use the accident prevention devices provided.

Signature of the student _____

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- **Storerooms**

These are used for storage of teaching materials and consumables. They are also used to store collections for consultation in class. The students who wish to withdraw or view material in the storeroom must be accompanied by a teacher authorised in advance by the head of department.

- **Sewing, Pattern Making and Prototype Laboratories**

These are classrooms and areas that contain machinery and equipment for making up and leather goods production. Consequently, in these laboratories, particular attention should be paid to the following:

- Do not leave jackets, coats or bags close to the workbench.
- Any machine breakdown must always be notified to the personnel on the premises who shall decide what type of operation is necessary and the consequent actions, based on priority.
- When the needles need to be changed on the sewing machines, please always apply to the personnel on duty, specifying the type of machine involved so as to avoid damage caused by use of the wrong accessories.
- Students accessing the laboratories must be provided with the course kits relevant to the course they are attending.
- It is prohibited to listen to music using earphones while working on the machines.

There are certain laboratory machines (in the Design Lab: buttonholing machine, die-cutting machine, Swarovski machine; in the Shoe Lab: skiving machine, lasting machine) which only the assigned personnel may operate on the scheduled days and times.

At the prior request of the teacher, the personnel may also attend the lessons.

- **Teachers' Office (at the Design Lab only):**

This office is appointed for the use of the teachers and co-ordinators. Inside the office it is possible to receive students or guests and to use the computer to read messages via e-mail.

In this office, the teachers are expected:

- To collect messages and communications (through their personal mailboxes).
- To keep the shelf/box assigned to them at the beginning of the year by the Design Lab personnel in good order. These areas must be left free by 30 June of each year.
- To sign in to indicate attendance.

- **Delivery and management of keys for lockers for students' use**

The students will be assigned lockers in the laboratories where they can keep their course materials.

The assignment of lockers is performed by the laboratory personnel.

For the Design Lab: one locker is assigned to every two students. The students are responsible for providing themselves with padlocks and keys.

For the Shoe Lab: each student is assigned a locker. The students are also provided with the keys to the lockers upon payment of a deposit of € 5, which is returned when the locker is restored, duly emptied.

N.B. In any case, the lockers will be opened and emptied by the laboratory personnel on 30 June of each year.

Signature of the student _____