The following list specifies the basic “rules of etiquette” and common good manners expected of students who use the CSE Senior Design Lab (ERB 208). These rules will help ensure that lab is used and shared fairly by all students and will help sustain the facility for future generations of CSE Senior Design students.

1. This lab and its facilities are for use by students currently enrolled in CSE Senior Design (CSE 4316 and CSE 4317), their instructor and their GTAs/lab assistants. Guests are allowed only for brief visits and must be escorted by the senior design student while in the lab.

2. Keep your spaces clean and orderly – if you make a mess, clean it up. Don’t expect someone else to do it for you. Do not leave foodstuffs, drinks, trash, etc. or empty/partially empty containers in the lab after you have consumed the item.

3. Take out the trash when you leave. There are ample receptacles just outside the door. Recycle if appropriate. (See ERB LEED information sheet.)

4. Each team will occupy one, and only one, cubicle and will use only the furnishings as originally installed in the cubicles.

5. Respect your classmates’ cubicle, lab materials and personal belongings.

6. Unless required due to the number of teams, cubicles on the west end of the lab (furthest from entry door) are reserved for use by teams to practice presentations and they are not to be used for other purposes. They are not to be used for storage or as “extra” space for any specific team.

7. DO NOT move or rearrange any of the modular furniture.

8. DO NOT move or rearrange any of the cubicle partitions.

9. DO NOT bring any additional furniture or appliances into the lab.

10. The printer in the lab is for use by Senior Design students as a convenience for “casual” (small job) printing. DO NOT use this printer for non-senior design students or allow them to use it.

11. If you use tools, etc. from the storage room, please ensure that they are returned and replaced when you are finished with them. Return items to the place in the storage room where they were originally stored.