

ENGINEERING BUILD SPACE



Core Rules v3.1

In the **Engineering Build Space (EBS)**, we strive to be a creative, community environment that is empowering, inspiring, safe and easy to use. The staff (**Makers in Residence**) are available to answer questions and provide advice, education and feedback on the process of designing and making 'things'. In order to realise these goals, it is required that users adhere to the rules listed below:

- 01 The **EBS** is only available for use when **Makers in Residence** are present.
- 02 All users must Tap-In on entry to the **EBS** and Tap-Out on exit.
- 03 Room occupancy limits must be adhered to.
- 04 Consult with a **Maker in Residence** before bringing any guests to the **EBS**.
- 05 Be safe, be smart and respect the workspace, equipment and people in it.
- 06 Be considerate of other users at all times.
- 07 Consider your activity and use/wear the appropriate safety equipment when necessary – this includes appropriate personal clothing.
- 08 The wearing of open-toed footwear (e.g. sandals, flip-flops, sliders, crocs etc.) is forbidden in the **EBS**.
- 09 Report any incidents, accidents, close-calls or security concerns immediately to **Makers in Residence**.
- 10 Only operate the tools and equipment you have been trained on and given access to.
- 11 Sharing of keys (to equipment, tools, or storage etc.) or activating equipment or tools for others is forbidden.
- 12 When using tools or machinery, ensure either another **EBS** user or a **Maker in Residence** is within earshot, or use the Safety Radios to communicate with people present elsewhere in the **EBS**.
- 13 If you are unsure about the use of any tools, equipment or process in the **EBS**, ask a **Maker in Residence** before proceeding. **Makers in Residence** are always here to help - don't hesitate to ask them for assistance or advice.
- 14 Tools must not be removed from the **EBS**.
- 15 Always clean up after yourself – clean and put away any tools you have used and place scrap materials into the appropriate blue labelled bins. Cleaning equipment is provided – ask a **Maker in Residence** if you cannot find what you're looking for.
- 16 Workbenches are emptied daily – any items (project materials or personal items) left unattended or stored but unlabelled may be disposed of. The **EBS** holds no responsibility for your personal items or projects.
- 17 In general, the **EBS** does not store in-progress projects. Speak with the **Makers in Residence** if you wish to store in-progress projects. If approved, in-progress projects left in the **EBS** must be labelled clearly with your ID number and contact information.
- 18 Bringing food or drink into **EBS1.1** or the **Tier 3 Access** area of **EBS1.3** is forbidden. Any food or drink (and their containers) found on benches in these areas will be disposed of.
- 19 All chemicals, solvents and paints must be specifically approved for use in the **EBS** by a **Maker in Residence**.
- 20 The use of the **EBS** to produce items that are legally prohibited, or for use as part of any unlawful activity is forbidden. If there is any doubt, consult with a **Maker in Residence**.

For the most up to date and in-depth information on all **Engineering Build Space** information, please refer to:
<https://buildspace.eng.warwick.ac.uk>

ANY VIOLATIONS OF THE ABOVE RULES AND ANY OTHER POSTED LOCAL RULES MAY RESULT IN AN IMMEDIATE BAN AND RESTRICTION OF ACCESS*

*Bans can range from a single day, through to a complete academic term, academic year or entire academic course as dictated by the severity of the violation. Any subsequent impact on academic activities is solely the responsibility of the banned user.
Serious violations will be dealt with following the procedures outlined in University Reg. 23 (Student Disciplinary Offences). The use of some facilities in the Engineering Build Space is also governed by University Reg. 31 (Information Management, Security and Records Management).