

Group: _____

Date: _____

MAE Student Design Center FACILITY INSPECTION CHECKLIST

COMPOSITES AREA

☐ YES ☐ NO

1. Is the area clean and organized, and if a group is working on a project in the area, is there a sign clearly stating who to contact with questions/problems?

☐ YES ☐ NO

2. Are all chemicals properly stored and does each have an SDS? Is the chemical storage cabinet neatly organized and at less than 75% capacity?

☐ YES ☐ NO

3. Are all spray guns, vacuum pumps and layup tools properly cleaned and stored after use? No resin should remain on any of these items and used disposable items (rollers/ brushes) should be properly discarded.

☐ YES ☐ NO

4. Is all PPE (gloves, dust masks, etc.) properly and neatly stored?

NOTES:

WELDING AREA

☐ YES ☐ NO

1. Is the area clean and organized, and if a group is working on a project in the area, is there a sign clearly stating who to contact with questions/problems?

☐ YES ☐ NO

2. Is the area clear of all chemicals and combustible materials, including paper products and non-metallic trash cans?

☐ YES ☐ NO

3. Are all gas cylinders secure from tipping and do any cylinders not in use have their safety caps installed?

☐ YES ☐ NO

4. Are all gas cylinder valves shut OFF?

☐ YES ☐ NO

5. Are the plasma's air supply valve and electric switch shut OFF?

☐ YES ☐ NO

6. Is all PPE (jackets, gloves, helmets, etc.) properly and neatly stored?

NOTES:

FACILITY

☐ YES ☐ NO

1. Are the facility common areas clean and organized?

☐ YES ☐ NO

2. Are the machines left clean and is everything that does not belong with the machine put away?

☐ YES ☐ NO

3. Are chemicals stored properly and does each has an SDS?

☐ YES ☐ NO

4. Are 12V batteries stored inside secondary containment?

- | | |
|--|---|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 5. Are compressed gas bottles properly secured to something stationary? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 6. Are all three garage doors and walk-in doors closed and locked? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 7. Are the lights turned off? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 8. Is anything that could overheat and cause a fire (such as vacuum pumps or heat lamps) unplugged? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 9. Are bikes and other vehicles that are not part of a sanctioned student project outside the building? Please remember the use of shop resources for personal projects is prohibited. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 10. Is the painted floor cleaned from debris, spills, stains, and scratches? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 11. Is the Material & Tool Use List up to date and being used properly so that those items can be monitored and restocked? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 12. Is the Broken/Lost Tooling List up to date and being used so those items can be replaced and additional training can be provided? |

WORK BAYS

- | | |
|--|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 1. Is the bay clean and organized? Are parts, tools, and materials stored in an organized fashion that shows respect and appreciation for use of the space? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 2. Are there unapproved power tools? (such as circular saws or table saws) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 3. Is the bay being respected? Please don't modify cabinets, floors, walls, or worktables without permission, and be careful to not damage tables when drilling, cutting, or working on them. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 4. Is waste being respectfully managed? Plastic trash cans must be used with liners and emptied when three-quarters full. There should also be no food waste in the trash can as it attracts insects. |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 5. Are work space and possessions of other design teams being respected? One group should not consume a disproportionate amount of space and resources. |

STUDENTS WORKING

- | | |
|--|--|
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 1. Are students working with another during the day and two others at night? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 2. Do students have proper clothing, footwear, and eye protection? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 3. If working on equipment, is a Safety Steward present and on duty? |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | 4. If dispensing chemicals, are they doing so over a plastic dispensing tray? |

Leave blank space for additional comments.

MAE Student Design Center Rules Agreement Signature Sheet

By signing this waiver, you are indicating you read all the rules in the Facility Safety handout and that you agree to follow all the rules when working in the SDC, without exception.

[illegible]

MAE Student Design Center
Approved Equipment Users List

The following list is filled out by SDC Safety Stewards once a facility user has been trained on a piece of equipment and demonstrates competency via an assessment quiz. Below is an equipment legend:

VBS = MSC & Delta vertical bandsaws

Roll-In = Roll-In moving carriage vertical bandsaw

DP = drill press

PC = Miller plasma cutter

MIG = Miller MIG welder

TIG = Miller TIG welder

SM = sheetmetal shear and brake

PG = pedestal grinder

HG = hand grinder

DS = disc sander

BS = belt sander

ACS = abrasive chop saw

Name (Print)

Group Association

Approved Machines

[illegible]

MAE Student Design Center Approved Safety Steward List

The following list is filled out by Mike Braddock's TAs or approved senior safety stewards once a safety steward candidate passes the formal assessment examination.

[illegible]

MAE Student Design Center Broken / Missing Tool List

Users must sign this sheet when a tool or machine is broken or missing so we can track facility resources and offer additional training when necessary. Failure to use this sheet will result in suspension or termination of facility privileges for each user and associated group. Use multiple lines as needed to clearly explain the broken or missing tool. If the tool is missing and your group isn't sure who is responsible, list your group under the Name column (as shown below).

[illegible]

MAE Student Design Center

Material and Tool Use List

Users must sign this sheet when using facility materials (like sandpaper, grinding wheels, and fasteners) and tools (like the grinder, jigsaw, or DA sanders) so we can track facility resources and understand what tools are used most frequently. Failure to use this sheet will result in suspension or termination of facility privileges for each user and associated group. Use multiple lines as needed.

[illegible]