

Instrumentation/Control Engineering Labs Usage Policy

The Instrumentation Labs consist of rooms 02020 and 02050 in the Leeds Hall. In many ways these labs are a home base for the Instrumentation students when there are no classes or labs in operation. These labs are also used by programs other than the Control Engineering programs such as the Energy Systems and the Electrical Apprenticeship programs. Efficiency in the operation of the lab and the lab equipment depends on the action of the students and staff who are using it.

The computers in the Instrumentation labs have specialized software installed as part of their basic configuration which may not be found on computers of the other technology computer labs. The Instrumentation lab is therefore not considered to be a general "open" lab for the use of its computers, its use is restricted to the students who have scheduled time in the instrumentation lab during the semester.

Cleanliness

Inevitably, when labs are performed in the instrumentation lab equipment is taken from their regular storage area and used on the processes or benches. These include calibrators, instruments, tubing, fittings, etc. When the lab time is completed, unless otherwise directed by your instructor, all systems must be disconnected and all hardware returned to the proper storage location. It is often extremely difficult for an instructor to pin-point the offending persons when a lab is left untidy. It is therefore the entire class's responsibility to see to it that all student groups of the class leave the lab in a tidy fashion. Failure to do so may therefore cost the entire class lab practices marks.

Lab Access

The instrumentation lab is available for access by instrumentation students outside of scheduled lab hours. Students may not work in the instrumentation labs alone without special permission for safety reasons; there are hazardous potentials (air pressure and electrical) in the lab. Students may only work on the stationary or portable processes after obtaining permission from the instructor.

Safety

All posted safety rules and signs must be strictly followed when using these labs. Failure to follow posted rules may result in a student being ejected from the lab. ***Any college staff or faculty member has the authority to eject any student from the instrumentation labs.*** If a student has been ejected from the lab, an interview with the coordinator is required to gain re-admission to the lab area.

Food and Drink in the Lab

Food and drink are permitted in certain labs at the instructor's discretion but are not permitted near the lab computers or processes.

Malfunction Reporting

The technology staff makes a consistent effort to have all instruments and test equipment in a state of readiness at all times. Failures will inevitably happen. Students also contribute to the readiness of working and accurate equipment by helping the technology staff in identifying equipment that appears to be faulty. If, when a student is working with a piece of equipment, it is suspected that the equipment is defective, damaged or out of proper calibration please follow these steps:

1. If possible, get the opinion of your instructor about the equipment as to whether they agree that the equipment itself is defective or that the student may be using it incorrectly.
2. Complete the Maintenance Request form located at www.SLCTechshop.ca
3. It is not enough to just say “not working” on this form. It is designed to be an aid to the staff. Identify the device by Instrument ID code: NNL-LLLLLL-LNN (N=number, L=letter) and by model number of manufacturer.
4. Explain the nature of the problem. **This is a huge time-saver for the lab staff!** If there is no description of what is wrong with the equipment the staff have to put it through many different tests to try to reveal what the student has already determined! So take the time to say what seems to be wrong in as specific and detailed terms as possible.
5. If possible, bring the equipment to the Tech Shop (room 02060).
6. The absolute worst thing that the student can do is to simply place the non-functioning equipment back on the storage rack or process where they selected it from in the first place. This guarantees that the equipment will not be repaired in a timely fashion and that the frustration that a student may have in discovering a piece of equipment is faulty, possibly well into the process of performing a lab, will be repeated for another student as well.
7. **If a student is found to have replaced a piece of equipment in a storage location because they found or suspect it to be faulty, they will have lab practices marks deducted from their course mark.**