



## The Department of Architecture and Urban Planning Digital Printing Lab (C07-254)

### Rules and Regulations of use

#### ***General Rules***

- Students cannot use the Lab. printers, scanners, and related equipment without supervision
- Keep the noise level at minimum
- Only registered DAUP students, faculty and staff can use the lab and its resources
- Ask permission to use the devices from the Lab. supervisor.
- Instructions from Lab Technician must be adhered to when using equipment or facilities
- The lab is operating during its opening hours and under the supervision of lab-staff

#### ***Not to do***

- Do not eat, or drink, inside the Lab.
- Do not remove or disconnect parts of the lab devices
- Do not use lab as a gathering place
- While working in the lab do not turn on music
- Do not leave valuables in the lab
- Do not remove chairs, chairs in the lab are to be used for lab purpose only
- Do not misplace lab materials
- Do not cause damage to displayed materials and posters



#### ***Before Leaving the Lab***

- Tidy your desk and remove all tissues/papers, waste materials
- Clear all items once you finished using the facility and its equipment
- Make sure the room is left clean and tidy
- Keep the lab clean, tidy and neat!

