ACCESS REQUEST FORM

The use of the laboratory and the advice of the staff is required for the
creation of number of model/s
scale/s 1: 1: 1:
project theme

model/s for course scheduled exam date
model/s for thesis scheduled thesis date
professor
department member DASU dABC
other department

this part should be filled by staff

model/s set up in the laboratory on day
model creating from to
number of models produced
scale/s 1: 1: 1: 1:

student data

WORKING GROUP REPRESENTATIVE
surname
name
phone
e-mail

surname
name
phone

surname
name
phone

surname
name
phone

total number of students in the working group

physical and virtual modelling laboratory
Campus Bonardi - building 16A
via Ampère 2 - 20133 Milano
phone 02 2399 5670
labora@polimi.it
LABORA PROVIDES YOU WITH

TUTOR
a modelmaker architect with whom you can discuss how to build the model, deciding on or checking:
scale, materials and construction techniques.
You can turn to your tutor at any time for advice during construction.

WORKSTATION
after the counselling appointment, you are assigned a workstation, where you carry out manual work
and assembly of the model. This workspace remains yours exclusively for a time agreed with the tutor
during the counselling.
You have free access to your workstation in the workshop room with your student badge.
You may only access the drilling lab, the CNC lab, the 3D printing lab and the painting lab after you
have been trained and instructed.
You may not enter the wood lab, the metal lab, the virtual theatre and the hologram lab.

TRAINING
If you are scheduled to use the drilling lab equipment: drills and sanding machines for cutting and
sandung wood, or hot wire for cutting foamed plastics sheets, we will train you in their safe use.
If you have agreed and planned with your tutor to use the equipment in the CNC lab and 3D printing
lab: laser cutting plotters, blade cutting plotters, hot wire cutting plotters and 3D printers, we train
you in the preparation of the files and inform you of the risks in these areas.

IN CASE OF ACCIDENTS
In the event of an accident, even minor injury or illness, you should immediately inform the staff who
will provide first aid if possible and contact the 112 Single European Emergency Number. You must
not try to intervene yourself or go down to the toilets. In the event that an accident that has happened
to you in the laboratory, after informing the technical staff you should refuse 112 intervention, but later need to go to an emergency room or require medical treatment resulting from
the accident in question, you must promptly notify the laboratory staff and provide within 48 hours
the documentation issued by the hospital. This will allow the Politecnico di Milano to make the report
to INAIL and activate the insurance coverage.

TO REALISE THE MODEL YOU

HAVE TO
- bring everyday tools such as: cutter, rulers and squares, glue and materials. If you are expected to
use the drilling lab equipment, we recommend that you wear and use an FFP2 mask for respiratory
protection;
- use the cutter by protecting the top of your workstation with cardboard of a suitable thickness or a
cutting board. If you have never used a cutter, ask the staff for information and read the signs in the
workshop;
- do not leave your personal belongings unattended: computer, mobile phone and other valuables, as
the classroom is not supervised for this purpose. the Politecnico di Milano declines any
responsibility for any theft or damage;
- use the equipment made available to you with the utmost care, do not tamper with it in any way, do
not remove the safety devices for any reason and promptly report any malfunctions or breaks to the
staff;
- completely vacate your workstation at the end of the work period and remember not to occupy
unassigned workstations, as they are cleared daily of all abandoned papers and materials, so that
the space can be used by as many students as possible.

MUSTN’T
- use spray glues and spray paints outside the paint lab and introduce/use highly flammable
materials such as solvents and paints in the lab without prior and explicit authorisation from the
staff;
- introduce/use electrical or mechanical tools without prior and explicit authorisation from the staff;
- connect to the laboratory electrical network with any type of instrumentation, excluding laptops,
without prior and explicit authorisation from the staff;
- consume food in the laboratory;
- take any equipment or instruments belonging to the laboratory off.

I certify that I have been informed, trained and instructed by the staff of LaborA in the safe use of all
the equipment in the drilling lab: drills and sanding machines for cutting and sanding wood, hot wire
for cutting foamed plastics sheets and a drill press.

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