

## ACCESS REQUEST FORM

date

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 DASTU ☐ 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

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 sanding 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 after an accident that has happened to you in the laboratory, and 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.

date	name surname	signature for <b>acknowledgement of this form</b>

# 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.

date	name surname	signature to <b>certify training</b>