 **Laboratuvar / Sınıf Kullanma İzin Formu**

**BAHÇEŞEHİR ÜNİVERSİTESİ**

**MÜHENDİSLİK VE DOĞA BİLİMLERİ FAKÜLTESİ DEKANLIĞINA**

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Aşağıda tabloda belirttiğimiz bilgiler doğrultusunda, sınıf/laboratuvar kurallarını kabul eder, tarafımıza kullanım izni verilmesi hususunda gereğini arz ederiz.

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| \*İzin İstenen Tarih/ Tarih Aralığı |  |
| \*İzin Saat Aralığı |  |
| \*Kullanılacak Sınıf / Lab Adı |  |
| \*Sınıf / Lab. Bağlı Olduğu Blok |  |
| \*Kullanma Nedeni |  |
| \*Ders İçerik Bilgileri |  |
| \*Uygunluk | \*Danışman /  Koordinatör : İmza: |

(\*) Birden fazla öğrenci söz konusu ise öğrenci isimleri aşağıda belirtilmelidir.

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| **Öğrenci No** | **Adı Soyadı** | **Bölümü** | **İmza** |
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| ONAY Berna Gökşin YILDIRIM  Fakülte Sekreteri  Mühendislik ve Doğa Bilimleri Fakültesi | ONAY  M. Kenan DOĞAÇ  Laboratuvar Koordinatörü |

**GENERAL GUIDELINES and SAFETY RULES for the CIRCUIT&ELECTRONICS LABORATORIES**

1. **Students are allowed in the laboratory with the permission from the instructor or lab assistants who are responsible for laboratories for regular class hours.**
2. **To work in the lab after 17:30 or on the weekends you need a permit from the Dean’s Office (or secretary). Also, do not forget to inform people who are responsible for the lab to get components or cables.**
3. **Food and open drinks (open cups or mugs, aliminum cans, or glass bottles) are not allowed in the lab.**
4. **Report any broken equipment or defective parts to the lab instructor. Do not open, remove the cover, or attempt to repair any equipment.**
5. **When the lab exercise is over, all instruments must be turned off. Also, all components and cables must be returned to their designated location.**
6. **University property must not be taken from the laboratory, even for your lab project(s).**
7. **Do not move instruments from one lab station to another lab station, even for your lab project(s).**
8. **Anyone violating any rules or regulations may be denied access to these facilities.**
9. **There must be at least two (2) people in the laboratory while working on live circuits.**
10. **Remove all loose conductive jewelry and trinkets, including rings, which may come in contact with exposed circuits. (Do not wear long loose ties, scarves, or other loose clothing around machines) Do not bring unnecessary material to the laboratory. Do not wear open toe shoes.**
11. **Consider all circuits to be “hot” unless proven otherwise.**
12. **Keep the body, or any part of it, out of the circuit. Where interconnecting wires and cables are involved, they should be arranged so people will not trip over them.**
13. **Be as neat a possible. Keep the work area and workbench clear of items not used in the experiment. Garbage should be discarded in the trash.**
14. **Always check to see that the power switch is OFF before plugging into the outlet. Also, turn instruments or equipment OFF before unplugging from the outlet.**
15. **When disassembling a circuit, remove the source of power first.**
16. **Keep fluids,chemicals, and heat away from instruments and circuits. Do not bring explosive, combustible or flammable substances into the laboratory.**
17. **Report any damages to equipment, hazards, and potential hazards to the laboratory instructor.**
18. **If in doubt electrical safety, see the laboratory instructor. Regarding specific equipment, consult the instruction manual provided by the manufacturer of the equipment. Information regarding safe use and possible-hazards should be studied carefully.**
19. **Avoid contacting circuits with wet hands or wet materials.**
20. **Use low & safe voltages: Mains voltages are dangerous (220 VAC) so do not use it !!!**
21. **If you have any other questions or comments, contact the main responsible person of this lab.**
22. **No one can enter the laboratory except employees and students.**
23. **After the work is finished, hands should be washed with soapy water.**
24. **Do not make noise and joke in the laboratory. Do not smoke in the laboratory.**
25. **Electrical plugs must not be removed by pulling the cord from the socket.**
26. **In the laboratory, cracked or broken glassware should not be used.**
27. **Mask is required for working in the laboratory.**
28. **Do not use the devices and materials that you do not know how to use.**
29. **The student is responsible for all kinds of damages and losses that may occur due to his/her non-compliance with the rules or his/her negligence and carelessness.**

**\*I understand the above-mentioned rules and regulations, and I hereby accept them.**

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| **Student ID** | **Full Name** | **Department** | **Signature** |
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