



POLITECNICO
MILANO 1863

Classroom regulations

Labora model making

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Workstations

Assignment

After the first appointment with our tutors, you can request a workstation directly to the staff.

To ensure that as many students as possible have access to a workstation, **it is not possible to reserve one in advance**: you will be assigned one when you come in the lab and are ready to work on your model.

Deadlines and priorities

Workstations are assigned for ten working days, with **priority given to students graduating** in the first session scheduled.

If, at the time of your request, all workstations are occupied, you will be added to the waiting list.

Once you are finished

During the assignment period, you can leave your model, materials, and equipment on your workstation.

At the end of your stay you must completely clear and clean the space.

Remember **not to occupy unassigned workstations**, as they will be cleared every day to allow access to as many students as possible.

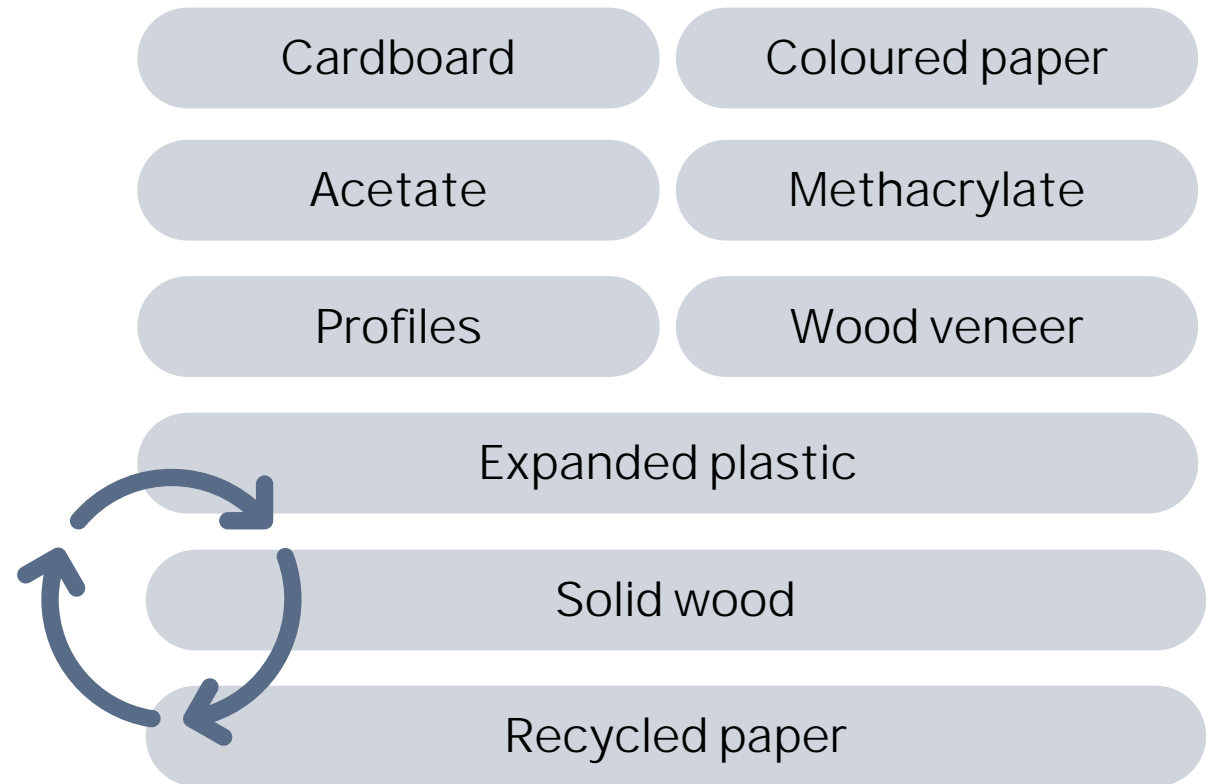
Reused materials

The laboratory **does not sell materials**. We can, however, give you information about their characteristics and where to find them.

In addition, the lab provides you with **recycled materials**.

In the classroom, you can also find **rolls of recycled paper**: drawing boards that you can use to spread glue and protect the surface of the bases during pressing.

Feel free to take what you need and leave what can be reused by other students.



Loan of equipment and tools

You should bring with you all commonly used tools such as cutters, rulers, set squares and glue to use as personal items.

If you need any **specific equipment**, you can request it from the staff.

You are responsible for the tools you request, hence we ask you to return them as soon as you are finished using them.

Use the lab equipment with the utmost care and report any malfunctions or breakages to the staff.

Do not take any equipment or tools belonging to Labora out of the lab without prior and explicit authorization from the staff.

Metal brackets

Clamps

Electric drills for small perforations

Guillotine cutter for profiles

Compass cutter

Proper use of the cutter

Before using the cutter on a surface, **make sure that your table is covered** with cardboard at least 2 mm thick, or use a cutting mat.

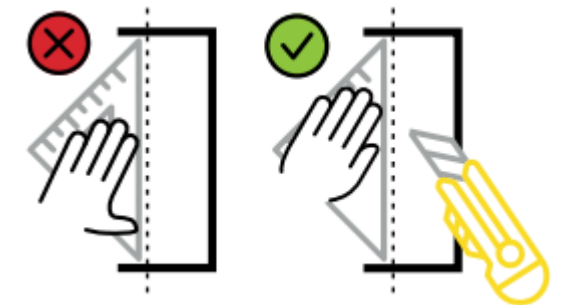
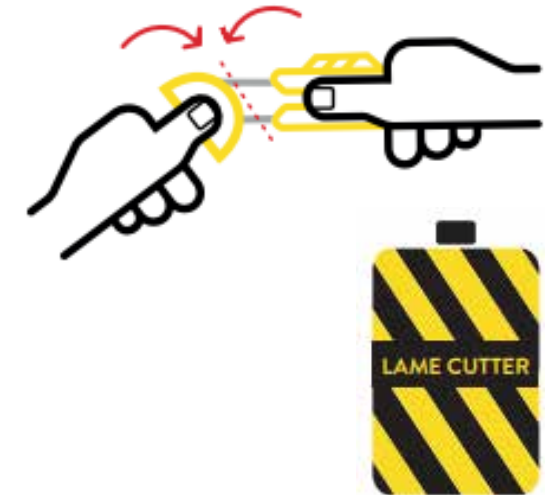
We recommend using a **cutter with an 18 mm blade**, which allows for a firm grip and enables you to apply the right amount of pressure for cutting.

Make sure the blade is sharp or break it if it is worn out:

- **remove the used portion** of the blade by pressing down on the incision with the appropriate blade breaker or with pliers;
- **press downwards** to avoid the risk of the blade being projected towards you.
- Remember **not to leave used blades** on the table, but to throw them away immediately in the appropriate containers to avoid accidental injury.

When cutting:

- make sure your hand is in a **safe position**, with your thumb closed towards your index finger;
- if the material is particularly rigid, make the cut in several passes.

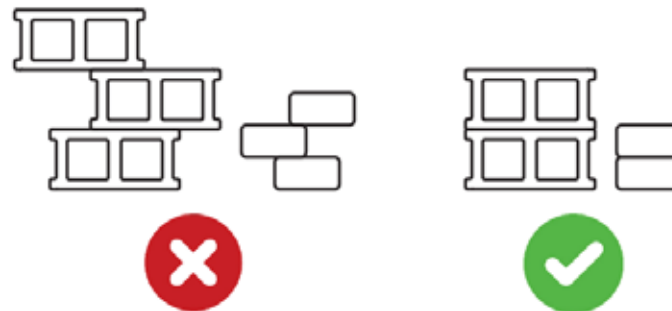


Proper use of the weights

For pressing bases or model parts during gluing, we put weights at your disposal: bricks and tiles, which should be used and **transported with extreme caution**, because they constitute **a risk of crushing** in the event of a fall.



All weights must be arranged in an orderly manner and in a safe **position of balance**, with no more than two stacked on top of each other. Never leave them hanging over the edge of surfaces.



To **move the weights**:

- bend your knees,
- keep your back straight,
- streighten your legs,
- keep the weight close to your body.

Put weights that are no longer in use back in their place at the end of the day.



Casting and painting

Do not bring highly flammable materials, such as solvents and paints, into the laboratory without prior and explicit authorization from staff.

You cannot use spray glue or spray paint in the classroom, only in the painting booth in the basement.

If you need to carry out **wet work**, such as filling, plastering, or cementing, **cover your workstation with a plastic sheet**.

There are two **sinks** in the classroom, which you must **not use to wash brushes and containers** used for glue, paint, plaster, filler, and cement. These cleaning activities must be carried out in the tanks of the Painting Lab in the basement.



Waste sorting

To ensure proper waste disposal, we ask you to take the utmost care in **sorting waste into the appropriate containers**.

Remember **not to leave used blades** on the table, but to throw **them away immediately in the appropriate containers** to avoid accidental injury.

Paper

Plastic

Undifferentiated

Empty glue containers

Cutter blades

Electrical outlets

The classroom has multiple power outlets equipped with switches.

We ask that you turn them off at the end of the day and to **not connect additional power strips or extension cords.**

Always keep **corridors free** of charging cables, backpacks, and materials, which pose a **tripping hazard.**

Do not connect personal equipment to the laboratory's electrical network without prior and explicit authorization from staff, with the exception of computers and cell phones.



Food and beverages

Consuming food and drinks is **prohibited** in all areas of the laboratory. Solvent-based materials are used often: the contamination could be harmful. Furthermore you could accidentally damage your model or that of others.



Smoke

Out of respect for all users, please note that **smoking (including electronic cigarettes) is prohibited inside the laboratory.**



Personal belongings

Remember not to leave your **personal belongings unattended**, such as computers, phones, and other valuables: the classroom is not monitored for this purpose. Politecnico di Milano declines all responsibility for any theft or damage.

Health emergency

In the event of an accident, injury, even minor, or illness, you must **immediately inform the staff**, who will provide first aid if possible and contact 112, the single European emergency number.

You must not attempt to intervene yourself or leave the premises.

If, after an accident in the laboratory and after informing the staff, you refuse the assistance of 112, but later need to go to the emergency room or require medical treatment as a result of the accident in question, you must promptly notify the laboratory staff and **provide the documentation issued by the hospital** within 48 hours. This will allow Politecnico di Milano to file a report with INAIL and activate insurance coverage.



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