



REGULATIONS MODELBUILDING LAB MEKANO

1. GENERAL

1.1. Employees

- 1.1.1. **Danny Devos**, technical head, specialised member of staff - expert.
- 1.1.2. **Sebastien Linotte**, specialised member of staff.
- 1.1.3. **Eduard Bax**, specialised member of staff.

1.2. Opening hours

- 1.2.1. From Monday to Friday, from 8.30am tot 6.00pm without interruption.
Exceptionally, it is possible to deviate from the regular opening hours within the framework of project weeks or workshops. Only after consultation with the technical head of the Modelbuilding Lab **Mekano** and at least two weeks in advance.
- 1.2.2. The Modelbuilding Lab **Mekano** can only be used by students if there is supervision by a member of staff and/or teachers.

1.3. Communication

- 1.3.1. For all information concerning the Modelbuilding Lab **Mekano** you can visit our website www.mekano.info.
- 1.3.2. Also on BlackBoard there is a course of the Modelbuilding Lab **Mekano** where regular announcements appear.
- 1.3.3. There is also a Facebook page with tips and news about the Modelbuilding Lab **Mekano** at www.facebook.com/mekano.info.

1.4. Work

- 1.4.1. The specialised members of staff of the Modelbuilding Lab **Mekano** assist and advise students on the use of machines and tools. Students cannot demand that workpieces or parts thereof are made for them by a member of staff.

1.5. Measures relating to the COVID-19 virus

- 1.5.1. All the points below can be adjusted from day to day as a result of measures imposed by the government or the University of Antwerp regarding the COVID-19 virus. Adjustments will be announced in due course via the usual communication channels of the Modelbuilding Lab **Mekano**.

2. SECURITY

2.1. Personal protective equipment

- 2.1.1. Everyone who works in the Modelbuilding Lab **Mekano** takes care of their own safety and that of others.
- 2.1.2. The use of safety goggles is mandatory in the Modelbuilding Lab **Mekano**. Also wear safety goggles if you are helping someone or are watching others do certain work.
Exceptionally it is possible to deviate from this measure in the case of working with a laptop,

sketching, paperwork,... but only after consultation with a member of staff. In this case too, the student must be in possession of safety goggles all the time.

- 2.1.3. The student always brings his or her own work material that is needed to make models; cutting knife, ruler, measuring equipment, glue, tape, scissors,... These work materials cannot be lent out.
- 2.1.4. Never work with loose hair, loose clothings (especially on the arms), scarves, bracelets, rings... in the Modelbuilding Lab **Mekano** so that you can't get stuck in a machine. Always work on a machine with your fingers closed. Always wear sturdy footwear that prevents slipping.
- 2.1.5. The use of headphones is not permitted in the Modelbuilding Lab **Mekano**.
- 2.1.6. Do not work in the Modelbuilding Lab **Mekano** if you are tired or under the influence of medicines, alcohol or other intoxicants.

2.2. Order

- 2.2.1. Working in an orderly Lab increases the efficiency of the work delivered. Everyone who works in the Modelbuilding Lab **Mekano** is therefore responsible for leaving the workstation(s) used in an orderly manner. At the end of the work, a member of staff is notified for possible inspection.
- 2.2.2. During work, regular sweeping is carried out in order to remove accumulated waste and especially sawdust to avoid slipping or falling.
- 2.2.3. Any damage to furniture or infrastructure must be reported immediately to a member of staff.
- 2.2.4. Use the washing facility in the Modelbuilding Lab **Mekano** for cleaning hands and if necessary tools. Do not throw waste, sawdust, paint or under no circumstances plaster or cement residues into the sink.

2.3. Waste

- 2.3.1. Two main types of waste are produced in the Modelbuilding Lab **Mekano**; paper and cardboard, and residual waste (Plywood, MDF, OSB, Styrodur, Acrylic,...). Paper and cardboard go into the blue waste container, residual waste in the black waste container. For solid wood (planks, beams without paint or glue residues only) there is a separate waste bin.
- 2.3.2. Eating and drinking is not allowed in the Modelbuilding Lab **Mekano**. Food waste and drink packaging do not belong in the waste containers of the Modelbuilding Lab **Mekano**.
- 2.3.3. In the event of specific (large) work, the waste must be transported to the bulky waste container in the car park, in consultation with a member of staff.

2.4. What to do in the event of an accident

- 2.4.1. Notify a member of staff immediately. All members of staff in the Modelbuilding Lab **Mekano** have a first aid certificate.
- 2.4.2. In the event of serious injury or loss of consciousness, call the Emergency number **112** and clearly state the address of the University of Antwerp, Campus Mutsaard via the Blindestraat 11 car park, stating in which room number the injured person is located. Notify a member of staff and also notify a *Seris* employee at the car park entrance desk that an ambulance is on the way. Also contact the UA Emergency number at 03/265 66 66.
- 2.4.3. An *Automatic External Defibrillator* (AED) is available at the *Seris* desk at the car park entrance.
- 2.4.4. Any injury must be reported via a member of staff or the secretariat.

2.5. What to do in case of fire

- 2.5.1. Notify an employee immediately. All members of staff in the Modelbuilding Lab **Mekano** have attended a fire emergency training.
- 2.5.2. Make one first attempt to put out the fire if you know how to handle a fire extinguishing device without endangering yourself. If not, call the Emergency number **112** and clearly state the address of the University of Antwerp, Campus Mutsaard via parking 11 car park, stating the room number where the fire is located. Notify a member of staff and also notify a *Seris* employee at the car park entrance desk that a fire engine is on the way. Also contact the UA Emergency number on 03/265 66 66.
- 2.5.3. Do not put yourself and others in danger, leave the room and keep windows and doors closed. The safety of persons is always a priority in the event of damage to infrastructure.
- 2.5.4. In the event of a fire alarm, leave the building immediately and follow the instructions of the evacuation helpers.

3. WORKING IN THE MEKANO

3.1. Use of Tools

- 3.1.1. In the Modelbuilding Lab **Mekano** you can work with various tools. A list of available tools can be found on our website www.mekano.info.
- 3.1.2. You can also lend tools – for a maximum of 1 day, unless after consultation with a member of staff. Each loan is registered by name. Borrowed tools will not be passed on to third parties and will only be returned by the borrower. All tools will be returned before 5.30pm.
- 3.1.3. The supply and stock of tools is limited, so always return tools after use so that others can use them. In case of loss of tools the price of a new tool will be charged.
- 3.1.4. Make sure you know how tools are used. On our website www.mekano.info you can find various manuals. It may be necessary to pass a test before you can use certain tools. In case of doubt or insufficient knowledge, please ask a member of staff. Be alert and do not overestimate yourself when using tools.
- 3.1.5. Check tools for any damage and/or defects before use and, if necessary, report them to a member of staff.
- 3.1.6. Tools that have been borrowed are always returned in a clean and working condition.

3.2. Use of Machines

- 3.2.1. You can work with various machines in the Modelbuilding Lab **Mekano**. A list of available machines can be found on our website www.mekano.info.
- 3.2.2. The use of your own machines is not allowed in the Modelbuilding Lab **Mekano**.
- 3.2.3. The use of your own materials in the Modelbuilding Lab **Mekano** is only allowed after consultation with a member of staff.
- 3.2.4. Some machines can only be operated by our members of staff. Always ask a member of staff if you are allowed to operate a machine yourself.
- 3.2.5. The supply and stock of machines is limited, so always return machines after use so that others can use them. In case of loss of machines the price of a new machine will be charged.
- 3.2.6. When operating machines, you are deemed to have read the manual and/or safety instruction card. You are always responsible for the machines you operate. If in doubt or if you do not have sufficient experience, ask a member of staff for help. Be alert and do not overestimate yourself when operating machines.
- 3.2.7. Check machines before use for any damage and/or defects and, if necessary, report them to a member of staff.
- 3.2.8. When using machines equipped with a dust extraction system, use of it is compulsory.
- 3.2.9. For use of machines that can be only operated by our members of staff, please make an appointment in advance.

3.3. Various techniques

- 3.3.1. The Modelbuilding Lab **Mekano** is primarily focused on the use and processing of cardboard, wood, sheet material and general materials for modelbuilding.
- 3.3.2. Metalworking, use of aerosols, frequent dust-generating activities and the like are not allowed.
- 3.3.3. For working with gypsum, cement, concrete and related products, you consult with a member of staff in advance who will assign a specific workplace if necessary.

3.4. Storage of Models

- 3.4.1. The Modelbuilding Lab **Mekano** is not a storage space for models or remnants of materials. You can store models that are still being worked on on the shelves in the workshop – only after consultation with a staff member and accompanied by a form with name, contact details and duration of storage.
- 3.4.2. After a maximum 30 day period correctly stored models and materials will nevertheless be removed without warning.

4. DIGITAL PRODUCTION TECHNIQUES

4.1. General

- 4.1.1. In the Modelbuilding Lab **Mekano** a number of machines are available for digital production techniques; laser cutters, CNC cutting and milling machines, 3D printers.
- 4.1.2. The machines can only be used for pedagogical assignments of the programmes at the Faculty of Design Sciences.
- 4.1.3. The use of machines for digital production techniques is subject to a fee.
- 4.1.4. The laser cutters can only be used by students after attending an applied training course. CNC machines and 3D printers can only be operated by members of staff.
- 4.1.5. Assignments for the CNC machines and 3D printers can only be carried out after consultation of teachers with members of staff of the Modelbuilding Lab **Mekano**. The technical head of the Lab decides whether or not assignments can be carried out.
- 4.1.6. The members of staff of Modelbuilding Lab **Mekano** cannot be held responsible for incorrect workpieces based on incorrectly supplied files.

5. SANCTIONS

5.1. General

- 5.1.1. Access to the Modelbuilding Lab **Mekano**, implies full agreement with these regulations. If you do not comply with the regulations, you may be asked to leave the Lab immediately.

This document was drawn up on 23 September 2020 and replaces all previous versions.

Signed in two copies on

Name in block capitals as shown on student card, handwritten and preceded by “read, understood and approved”, followed by signature.

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