

REGULATIONS

Computer laboratory

ArchiLAB

GENERAL PROVISIONS

1. These regulations of health and safety rules set forth the basic formal regulations, rules of conduct, and health and safety requirements for the use of laboratory resources and equipment. All persons in the laboratory shall comply with the provisions of these rules and regulations.
2. It is forbidden to enter the laboratory in outerwear, to bring large bags, briefcases, backpacks, suitcases; outerwear, luggage, umbrellas, etc. should be left in the checkroom of the building.
3. Students are not allowed to bring valuable equipment and items (e.g. laptops, unless agreed in advance with the course instructor) or items and things that may pose a threat to the laboratory equipment and the health and life of other class participants. If items brought in are questioned; they may be collected and placed on deposit by the course instructor.
4. It is forbidden to bring in or consume food and drinks (in any form) in the laboratory.
5. A student is obliged to join laboratory classes in a psychophysical condition that ensures safe and trouble-free execution of the exercises. Otherwise he/she is obliged to withdraw from participation in laboratory classes. The supervisor, who conducts the classes, may also withdraw the student from the laboratory classes in such circumstances.
6. The tutor may also exclude a student from participating in the conducted exercises if he/she is found to be uninterested in the exercises, to exhibit behaviour endangering his/her own or other students' health and life, or if other justified circumstances occur.
7. Only students and employees of Poznan University of Technology and other persons authorised by relevant PUT employees are allowed to stay in the lab. In order to use the computers, you need a login ID provided by PUT (e.g. login and password for PUT e-mail).
8. Students may use the computer lab only under the supervision of the course instructor in charge of the class, the classroom supervisor appointed by the Faculty of Architecture of Poznan University of Technology, or another person appointed by the FA to conduct the class.
9. The laboratory may only be used for teaching or research purposes carried out within the Faculty of Architecture.

DETAILED GUIDELINES

10. In order to be able to carry out the exercises, knowledge of health and safety and fire regulations is required, as evidenced by the initial training given at the first class.
11. Any irregularities noticed while working with the computer should be reported to the course instructor.
12. Students are required to listen to the course instructor 's instructions on the methodology and method of performing the exercises. It is not advisable to proceed with an exercise if there is any doubt about its safe execution.

13. Students engaged in laboratory exercises - within the scope of the laboratory workstation - are entitled to operate only that equipment which they have been entrusted to operate. Any malfunctions noticed - irregularities in the equipment - should be reported immediately to the course instructor.

14. Directly before starting work (exercises), all unnecessary objects, components, tools and other utensils not related to the performance of exercises should be removed from the workstation.

15. During the course of exercises, it is unacceptable:

- a) unreasonable movement of students between adjacent exercise stations,
- b) moving equipment, instruments, etc. between the stands,
- c) distracting other exercise participants.

16. Access to fire-fighting equipment and power switches should not be obstructed during the work.

17. Technical equipment and any other appliances (especially those supplied with 230V) must be operated in accordance with the operating instructions provided by the manufacturer.

Those operating the equipment are obliged to be familiar with the operating instructions!

18. Technical equipment and any other appliances must only be used for their intended purpose. Repairs may only be carried out by authorised staff.

19. Before starting work, each user is obliged to check the technical condition of the equipment he/she intends to work on. Do not use the equipment if it has obvious technical problems. In such cases, the technical staff must be informed of any defects.

20. Students are not allowed to install or modify software on the computer by themselves or to modify the hardware.

21. You may only use the programmes, floppy disks and CD-ROMs indicated by the teacher.

22. In the laboratory, it is forbidden to use, distribute and store on data storage devices contents that do not comply with accepted ethical standards and the law. The Internet may only be used for teaching purposes.

23. Tools and other utensils used during the work should be in working order - unusable/damaged utensils should be withdrawn from use.

24. Work should not be carried out in such a way as to cause danger to other persons or damage to the equipment used.

25. People in the laboratory are financially responsible for any damage caused to equipment. If it is difficult to determine the guilty person, the whole team is responsible.

26. Basic safety rules for working with electrical equipment must be obeyed during work.

27. In the event of an accident or other unforeseen circumstances, the work (exercise) must be stopped and the course instructor must be informed.

28. For proven material damage caused to laboratory property, the student may be held financially or materially responsible.

29. At the end of the class, order and tidiness must be left at the workstation. It is forbidden to take away computer equipment and other items of equipment.