

## Kulwicki Motorsports Lab Rules

The following list of rules is NOT optional. If you are breaking any of the Kulwicki lab rules the repercussion to your actions may be to permanently suspend you from the shop. Permanent suspension may not happen, as each person will be dealt with case by case. Whatever the outcome the student will receive a written document from the lab manager within two days of the incident indicating how long they will be suspended. The lab is practicing a zero tolerance policy to not the following rules to preserve the freedoms to those who are not causing problems. The lab is here to allow motorsports students a facility in order to learn the practical side of their academics. It is a privilege to have this lab as it is not necessary for ABET accreditation. Labs are a liability and expensive. The department is happy to keep the Kulwicki lab funded and open for the benefit of our motorsports concentration students; however students must adhere to the following rules.

**NEW:** obtain a clip and display your pink badge at all times when you're in the lab.

Sign out machinery like you would a hand tool from the tool crib sign out sheet.

Respect the lab student TA's the same as faculty and staff.

Do not enter the tool crib to get something, ask a manager or tool crib attendant.

**Tool Crib:** The Kulwicki lab has a tool crib or storage room in the lab. It is full of tools, machines, equipment and some supplies. The room also has a sign out sheet for you to sign when borrowing something from the crib. A tool crib attendant will get the tool out of the crib for you, as long as you follow these rules;

- No modifying tools.
- No taking tools without signing them out.
- Bring tools back to crib counter when done with tools, do not leave them out when you're done, and clean up.
- You will need to place your UNCC student ID in the box and show your motorsport badge to the crib attendant. The crib will regularly stay locked; you will have to find any of the lab managers or student employees for access.

**Personal Projects:** Small work on student cars and personal projects are allowed, however do not attempt to bring a personal project in the shop without the lab manager's permission first. Get this permission in writing. Submit a document that includes scope of work, dates you would like to be in the shop with your personal project and what equipment you want to use. The lab manager will review this document and either approve or deny.

**Designated hours:** The Kulwicki lab is currently open from 9:00am to 11:40pm, Monday through Friday. Anyone found in the shop after these hours will be kicked out of the Motorsports Concentration.

**Safety Glasses:** If you do not wear them you will not be in the shop. It is North Carolina State law that safety glasses are worn in the shop. There is no exception. Most often spare loaner glasses are available in the Kulwicki lab, however this is a courtesy. If there are no loaner glasses there for you, it is your responsibility to procure your own glasses. If you are caught in the lab not wearing glasses, you will be suspended from being in the shop on the spot for 24 hours. If it happens again you will be suspended permanently.

**Machines:** All machine tools can only be used by students if the students present a "green badge" to one of the supervisors. A green badge is obtained after completing sophomore design class where you make the air engine. They issue a test and upon successful completion you earn the badge. This badge needs to be renewed each

semester. If you don't have a badge, don't ask for a machine key. Some machines are not for student use at all. These include but are not limited to: Torchmate CNC plasma, Haas CNC, Lagun vertical mill, DTS engine dyno, and the FARO arm. In each instance the machine will be operated by a lab manager for and with you. There are exceptions, but it is case by case and project specific. If you are seen using a machine and do not have a "current" green badge displayed you will lose access to ever using Kulwicki lab machines. If you are seen using a machine and you do not have a current green badge or a badge at all, you will lose access to the Kulwicki lab permanently. You have to sign out a machine to use it, sign out on tool crib sheet. Without signing out the machine you will be suspended from the lab.

**Kulwicki Shop Access:** The Kulwicki Motorsports Lab is for Motorsports Concentration students only. This will be enforced with the Motorsports badge. Anyone in the Kulwicki Lab must have obtained a Motorsports badge and have it available to show upon request. Non-motorsports students are only allowed in the shop with a prior approval from a shop manager. If you let non-motorsports students in the lab without a lab manager's approval, you lab access will be suspended. Students that have not taken MEGR 2299 (Motorsports Clinic class), but will take it in the future can have access to the shop if they are interested in working on the Baja or Formula team. See a shop manager for more information on this.

The following are immediate no exception rules that will be handled case by case by the lab manager but the clear intention will be to permanently suspend you from the Kulwicki lab.

- Leaving a mess where you are or were working.
- Gaining unauthorized entry to the dyno room, tool crib, engine room or the lab.
- **Not wearing closed toed shoes.**
- Not wearing safety glasses.
- Not wearing the proper PPE for the job you are doing. (explain)
- Painting, sanding, using bondo, using gel coat, laying carbon. (explain)
- Under the influence of drugs, alcohol, or tobacco.
- Putting dirty parts in glass bead cleaner.
- Destroying university property, modifying university property.
- Acting unsafely, using machine tools without following proper protocols.
- Using welders or plasma cutters without taking MEGR 2299 and being checked out on them first.

The underlying rule in the shop is ASK!!! Most things you want to do can be accommodated easily but you have to ask first. Not after you have started. Sign this form indicating that you understand agree to the shop rules.

Student signature \_\_\_\_\_

Student printed name \_\_\_\_\_

Student 800# \_\_\_\_\_

**Motorsports Badges:** You must have a pink badge, you must display it, if you do not follow the rules and respect the supervisors in the shop you will be suspended and eventually kicked out. Please avoid this whole process and follow the rules of this document.