

## **I. Overview:**

M&M 614 is a flexible project, collaboration, and computing space made available to students through the Pavlis Honors College (PHC). The room includes networked computers, whiteboards, assigned workspaces, some movable tables and stools, and storage cabinets / shelving. This room is secured with a proximity card reader and equipped with surveillance cameras, which are on the campus security system. M&M 614 is maintained, updated, and periodically renovated using Enterprise Program sponsorship and course fees.

## **II. Scope:**

M&M614 is made available to a finite number of Enterprise teams and students engaged in PHC programs by request only. This policy defines the expectations for all students accessing M&M614. Failure to meet these expectations can result in loss of room access and additional disciplinary action.

Each team or group receiving access to M&M 614 must read and agree to abide by this policy in its entirety. A **team representative** and **faculty advisor/instructor** are designated for each group; both must sign and date the last page of this policy and provide to the **Administrative Contact**, thereby accepting responsibility for the entire group/team.

## **III. Administrative Contact:**

Briana Tucker  
Enterprise Program Coordinator  
Pavlis Honors College | 613 M&M  
[bctucker@mtu.edu](mailto:bctucker@mtu.edu)  
906-487-4371

## **IV. Safety:**

1. Due to COVID-19 restrictions, 10 students are permitted in this room at a single time. In order to use this room safely, please make a calendar event within Google Calendar and set the location to 1 of 10 available "rooms" for MM614. One "room" is equivalent to one student using M&M 614. Please see Appendix A for more information. For questions or help reserving space for M&M 614, please contact Briana Tucker at [bctucker@mtu.edu](mailto:bctucker@mtu.edu), or [enterprise@mtu.edu](mailto:enterprise@mtu.edu).
2. Additional safety measures have been put in place in order to comply with University, state, and CDC guidelines for COVID-19. Read and understand Appendix B in its entirety to ensure compliance with these new policies.
3. Lab Apparel: Closed-toe shoes and safety glasses are required when working on projects in the tiled work space. Additionally, baggy clothing, clothing with dangling items (strings on sweatshirts), and jewelry are not permitted when operating power tools in the lab.
4. Fire: In case of a fire, evacuate the building. Contact emergency services at the phone number: 911. Two fire extinguishers are located adjacent to the doors as one enters 614.
5. Injury / First Aid: If you are not sure what to do in the case of an injury or medical emergency, call 911 and inform them of the emergency and your location in M&M 614. A First Aid kit is located on the wall just inside the east entrance. Any injury, no matter how small, must be reported to the **Administrative Contact** so that an Accident Report can be filed. An Accident Report will not only log

the event but will also help to identify and mitigate any potential hazards that may have contributed to the cause of the accident.

## **V. Annual Schedule:**

1. Fall Semester Weeks 1-3:
  - a. Policy updates are distributed to team representatives and faculty advisors
  - b. Teams submit the signed policy to the **Administrative Contact**.
  - c. Teams with prior assigned storage space must clean out unneeded items and schedule a storage review with the **Administrative Contact**. The **PHC Safety Liaison** will review the team's storage space.
  - d. Upon completion of above items, teams will be granted swipe access for the academic year.
2. Each Semester – Week 14:
  - a. Teams with ongoing storage space must discard their unneeded items and store remaining items in their respective storage area.
  - b. Teams with temporary storage space for the semester must discard unneeded items and clean out their assigned shelves and/or cabinet.
  - c. **The Pavlis Honors College reserves the right to discard any items left out after Week 14.**

## **VI. General Rules:**

1. Before you enter, **please read all posted signs for general health and safety**. Refer to pages
2. Be proactive: Report any and all issues immediately to the **Administrative Contact**.
3. M&M 614 is NOT a machine shop and should only be used for light fabrication using hand tools. Machine shop services are available in M&M 119.
4. Absolutely no alcohol: Refer to Michigan Tech Policy 12.4:  
(<http://www.mtu.edu/bot/governance/policies/chapter12/sections/12.01-12.05.html#alcohol>)
5. Maintain a clean space
  - a. Clean up all food and trash. Any trash/waste should be properly disposed of. A trash can and recyclables container are provided in the room.
  - b. Put all tools and project materials back in cabinets when not in use.
  - c. Keep the room in an overall presentable state
  - d. The Pavlis Honors College will conduct random walkthroughs to ensure the room is maintained in a professional manner. Any issues or concerns will be communicated to teams and their faculty advisors.



6. Respect the property of others
  - a. There are instances when projects may need to be left out—please only use your team's allocated workbenches and storage lockers
  - b. Do not touch the property of other teams without permission
7. When running energized equipment, at least two people must be present.
  - a. This includes anything that involves a power supply and/or open circuits.
  - b. 3D Printers, laptops, desktop computers, and printers are exceptions.
8. No chemical storage or usage allowed.
9. No open flames allowed.
10. Soldering is prohibited and must be done in EERC 609.
11. Use of computers is on a first come, first served basis.
  - a. The computers in M&M 614 are shared resources available to everyone with room access.
  - b. During heavy-use times
    - i. Please limit usage to one computer per team, AND
    - ii. Please limit use to team project work only. This space is intended to **support collaborative project work**; the University maintains many other computing facilities for individual work and assignments.
12. All computer issues should be communicated to Michigan Tech IT via IT Help ([it-help@mtu.edu](mailto:it-help@mtu.edu) or 487-1111), with an email copy to the **Administrative Contact**.

## **VII. Storage Cabinets and Shelves:**

Storage cabinets and shelves are provided in the space and are the property of Michigan Tech. These are assigned to specific teams and are labeled with the team or group's name. The

following items apply to proper maintenance of designated storage areas.

1. Lockable metal cabinets:
  - a. Each of these units has a keypad and access code. See the **Administrative Contact** for your team's access code.
  - b. Additional stickers, labels, signs, etc. are not permitted on the cabinets and will be removed.
  - c. Do not store anything on top of cabinet.
  - d. The Pavlis Honors College maintains a master access code for all cabinets.
  
2. Lockable wooden cabinets:
  - a. These cabinets provide a means to lock the doors with a combination or padlock
  - b. Do not store anything on top of cabinet.
  - c. Additional stickers, labels, signs, etc. are not permitted on the cabinets and will be removed.
  - d. The Pavlis Honors College reserves the right to remove the lock if access is needed.
  
3. Storing items on top of the storage cabinets is prohibited.

#### **VIII. Policy Violations:**

All occupants of M&M 614 are encouraged to report any and all violations of this room policy. Violations are to be reported to your designated **team representative, faculty advisor**, and the **Administrative Contact**. Reported incidents will be reviewed by the Pavlis Honors College and those deemed in violation will result in revocation of room access until further notice from the Pavlis Honors College.

**BE SMART. DO YOUR PART.**  
PRACTICE PERSONAL SAFETY

# Want to use MM614?

This space is available to only 10 STUDENTS AT A TIME, please respect the capacity of this room.

**If you would like to use this space, please reserve your spot using the following "rooms" in Google calendar:**

Available "Rooms"

MM-614-01  
MM-614-02  
MM-614-03  
MM-614-04  
MM-614-05  
MM-614-06  
MM-614-07  
MM-614-08  
MM-614-09  
MM-614-10

## HOW TO RESERVE A "ROOM":

**Add Your Name & Team As The Event Title**

Blizzard T Husky (Supermileage)

Event Out of office Reminder Task Appointment slots

Tuesday, August 25 1:30pm - 2:30pm  
Time zone · Does not repeat

Find a time

Add guests

Add Google Meet video conferencing

MM-614-02  
Add or change rooms

Add location

More options Save Make it a Zoom Meeting

All rooms & resources

MM-614

Available rooms only

Suggested rooms

- MM-614-01
- MM-614-10
- MM-614-09
- MM-614-04
- MM-614-05

MM

- MM-614-01
- MM-614-02

## COVID-19 Policies and Procedures for M&M614 Enterprise Project, Collaboration, and Computing Space

### Scope:

This document is intended to outline safe practices, policies, and procedures for the enterprise labs and workspaces defined below, specifically as it relates to team use during the 2020-21 academic year and COVID-19 pandemic.

**Enterprise Team Name:** Various

**Faculty Advisor Name and Email:** Various

### Team Work Spaces Covered by this Document:

Building Name	Room Number	Max. Allowable Capacity (posted on door)
Minerals and Materials	614	10 (see below)
		-4 at the computers -1 at each project bench (5) -1 in the lounge space

COVID-19 Policies and Procedures for M&M614 Enterprise Project, Collaboration, and Computing Space

**University Expectations and Requirements:**

**A. Campus Guidebook:**

<https://www.mtu.edu/flex/docs/campus-guidebook.pdf>



**B. Campus Experience Guidelines:**

<https://www.mtu.edu/flex/campus/>



**C. Required Daily Symptom Monitoring:**

[https://www.banweb.mtu.edu/owassb/symptom\\_form.p\\_form](https://www.banweb.mtu.edu/owassb/symptom_form.p_form)



COVID-19 Policies and Procedures for M&M614 Enterprise Project, Collaboration, and Computing Space

**Student Checklist for Using this Lab:**

1. **Before entering**, complete the required daily symptom monitoring form AND also ensure you **currently** do not have any of the symptoms.
2. Sign in using the log sheet.
3. Wear your mask/face covering at all times.
4. Use hand sanitizer before touching anything in the lab.
5. **Before use**, wipe all contact surfaces, tools, and physical items you intend to use with disinfectant wipes.
6. Maintain 6' social distancing at all times.
7. Do not exceed the maximum capacity limits for this workspace; if the current capacity exceeds the maximum, discuss and decide who will leave.
8. **Before you leave**, wipe all surfaces, tools, and physical items **you have used** with disinfectant wipes.
9. Put away all items in their proper location.
10. Place all trash including used wipes, etc. in the trash container.
11. Use hand sanitizer before your leave OR proceed to a restroom to wash your hands.
12. Sign out on the log sheet.



**IX. User Agreement:**

By signing this document, you are committing to following and upholding the above rules and regulations for the shared space in M&M 614.

**Team/Group Representative:**

Team/Group Name: \_\_\_\_\_

Representative Name:

(Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Faculty Advisor/Instructor:**

Name

(Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_