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| **ZIET4500/4501 Engineering Project A/B** |
| **Application form for access to Project Room, Building 16, GO4** |
| 1. **Please TYPE all information except your signature** 2. **Print out the completed form.** 3. **Obtain the signature from your supervisor AND the reasons why he or she supports your application** 4. **Scan the form (200 dpi at least) and send by email to the FY project coordinator** 5. **If you only need to access the room during business hour, you only need to send the completed application form to the FY coordinator for approval.** 6. **If you need to access the room after business hour, you shall need to send (1) the completed application form and (2) the after-hours work form to the FY coordinator. The after-hours work form will need the DHoS’s approval.** |
| **Section 1: Students’ information and declaration** |
| **Declaration**  **I have read, understood and agree to abide by the project room rules given in Page 2 and the** [**UNSW Health and Safety policies and procedures**](http://www.ohs.unsw.edu.au/hs_procedures_forms/index.html)  **Student’s Name: Student number:**  **Signature: Date** |
| **Section 2: Project Information** |
| **Project Title:** |
| **Project Panel:** |
| **Main supervisor: Other supervisor (if any):** |
| **Section 3: Access and Activities** |
| **I need to access the room (please select one only):**  Business hour only  7:30 am to 10:30 pm **(Please see Points (3) and (4) in Page 2 and complete the after-hours work form)** |
| **Main activities to be conduct in this project room**  List up to FIVE main project activities that you will conduct in the project room if you are given the access. For each activity, estimate the percentage of time you will spend on it. |
| **Equipment/Tools/Chemicals that you will bring into the room for your project work:**  List all **major** Equipment/Tools/Chemicals that you need to use in the room for your project work. (Note: No hazardous chemical will be allowed in the project room) |
| **Reason(s) why you must use the project room rather than other laboratories in the School (3 lines max.)** |
| **Sharing of space:** I can share my workspace with the following student (the sharing student *should also submit an application form* with you name) Name: Student No.: |
| **Section 4: Supervisor’s endorsement** |
| **Name of supervisor: Signature:**  **Date:** |

**The project room rules**

1. At any time, you must follow the UNSW Health and Safety policies and procedures (<http://www.ohs.unsw.edu.au/hs_procedures_forms/index.html>)
2. A popular risk assessment must be conducted unless you only perform low risk work (e.g. general office work and computing work) in the room**.**
3. Please refer to the links below regarding the after-hours policy of UNSW.

<https://gateway.unsw.adfa.edu.au/iseit/wiki-hos/pmwiki.php?n=Admin.Admin?action=download&upname=Guidelines%20-%20Lab%20access%20After%20Hours.docx>

1. Please seek formal approval of after-hours work by using the form from the link: <https://gateway.unsw.adfa.edu.au/iseit/wiki-hos/pmwiki.php?n=Admin.Admin?action=download&upname=After%20Hours%20Work%20Approval%20Form.docx>
2. **NO high risk work is allowed in the room.**
3. Never bring any person who does not have the access right to the project room. Remember that Building 16, Room G04 is project room. It is neither a tea room nor a gathering place for final year project students.
4. While the project room is not a formal laboratory, you must still wear proper footwear in the room and appropriate clothing must be worn at all times.
5. Keep work space clean and free of clutter.