BLOCKCHAIN RESEARCH AND APPLICATION DEPARTMENT REGULATIONS

I. GENERAL PROVISIONS

1. Ensure labor safety and fire prevention.

2. Do not bring incendiary or explosive weapons into the room.

3. Read the instructions carefully before using the device.

4. Protect and preserve common property.

5. Maintain order and general hygiene.

6. Use electricity and water sparingly.

7. Personal property must be kept in the prescribed place and self-preserved.

8. Do not do personal work (eating, drinking, smoking,...) in the LAB room.

II. FOR THE STAFF IN CHARGE OF THE ROOM

1. Comply with general regulations.

2. Use of the lab and equipment is only allowed when registered and approved.

3. Regularly check the operating status of equipment

4. Keep a diary of daily lab use.

5. Provide guidance, technical support and answer questions for users

6. Make records and summarize timely reports to the Dean about the status of equipment in the room

7. Responsible to the Dean for loss and damage to equipment during use according to the registered schedule.

8. Ensure hygiene, carry out handover and receipt of sufficient and correct equipment.

9. Turn off electrical and water equipment and lock the door securely before leaving the computer room.

III. FOR USERS

1. Comply with general regulations.

2. Comply with the instructions of the officer in charge of the room.

3. Do not arbitrarily disassemble or move components and equipment in the room.

4. Reimburse repair and replacement costs and take disciplinary action from the School in case of damage or loss of equipment.

5. Turn off electrical equipment safely, clean it and put it in the right place before leaving the computer room.

6. Immediately notify the officer in charge of the room if there is a problem during use.

7. Timely notify the officer in charge if any violation of room rules is detected.

DEAN