# **Computer Science Lab Guidelines**

Be mindful of others in shared lab spaces. Occasional disruptions are unavoidable, but try to minimize disruptive activities and respond to reasonable complaints. If you cannot resolve an issue, contact your faculty advisor or the Systems Manager.

#### **General Guidelines:**

Keep your voice low

Take phone calls outside when possible

Keep in-lab meetings short and focused

TA's should usually meet students in room 2341 (not in the research lab)

### **Lab Cleanliness:**

Immediately discard food trash outside the lab after eating

Discard other trash regularly and organize occasionally

Clean spills using towels and water from the restrooms

## **Emergency Contacts:**

For a <u>medical or police emergency</u>, call <u>911</u>. You can call from any cell phone even without unlocking the phone. If the phone has no service, go near a window.

For a <u>maintenance emergency</u> that threatens people, equipment or facilities, call David at <u>985-232-5236</u>. If there is no answer, call <u>225-578-2327</u> (any time of day).

## **Systems Manager Contact Info:**

Report non-emergency maintenance problems, abandoned desks or equipment, excessive trash, or other issues directly to the CSC Computer Manager.

**David Trammell** 

985-232-5236

davidst@csc.lsu.edu