

ME103 - Lab Equipment Sign Up Guidelines

The Hesse laboratory equipment and instruments are a shared resource among the students at UC Berkeley. It is imperative that we all follow a consistent etiquette when signing up for equipment / instrument time slots to ensure fair and equal use among everyone. Please adhere to the following guidelines so we can all have equal access to the equipment and instruments.

1. Plan Ahead and Book in Advance

Whenever possible, **book your time slot at least 3 business days in advance**, and even early planning is better. This allows others to see the equipment's availability and plan accordingly, particularly the Hesse Shop staff who have to supervise when the equipment is operating.

While short-notice sign-ups are sometimes unavoidable, they should be the exception, not the rule. If your group does book a time slot with **less than a business day's notice**, that would be considered as a **short-notice booking**. For these situations, your group should check with the Hesse Shop staff **in person** to confirm if they are still available to supervise the equipment.

2. Be Realistic and Respectful of Time

Book only the amount of time your group reasonably needs. While it can be comforting to have lots of buffer time for setup / cleanup, **do not reserve excessive timeslots if your group cannot realistically utilize all of it for experimentation**. Over-booking multiple consecutive time-slots prevents others from accessing the equipment.

3. Preparedness and Punctuality are Non-Negotiable

The day before your group's time slot, someone should check that all the necessary materials for experimentation / testing are prepared and ready to use.

The Hesse Shop staff have other responsibilities and tasks, but have generously allocated time to supervise your experiment. Please respect the staff's time by **having at least one person arrive on time, ready to start your experiment**. If an unforeseen issue arises under short-notice that would delay the start of your experiment, immediately communicate or notify the Hesse Shop staff.

4. Cancel Promptly and Clearly

While everyone's plans and availability can change, remember that it is recommended that all members are present for the experiment. **If absolutely no one can make it to the time slot, cancel it as soon as possible.** This frees up the time slot for another group who may be ready to use the equipment. While not ideal, a short-notice cancellation is significantly better than not showing up. *If your group books a time slot and no one shows up to the time slot, points will be deducted from your total project score.*