Design Commons User Agreement

The Design Commons (rooms 401 and 411 ES) is a facility available to all OSU affiliated individuals who wish to engage in electronic design. The Design Commons provides space, facilities, instrumentation, and expertise to allow users to design, build, and test electronic projects. The Design Commons is based on the idea of a “commons” or public space that benefits all the members of a community. A commons is shared space that is respected, maintained, and valued by all users. By using the Design Commons you share in the responsibility for building, supporting, and maintaining the commons. As a member of the Commons you are expected to share ideas and expertise with other users, behave professionally, and respect other members.

ECE Design Commons Policies

- No space in 401 Engineering South, with the exception of lockers, belongs to any individual or team. All facilities are used on an as-needed basis and become public space once you finish using them.
- Data on computers in the Commons is not secure. Computers may be moved or ghosted at any time. Make sure your information is stored on your media and not on the computers in the Commons.
- Commons computers will log you off automatically after a period of inactivity. Save your work.
- Room 411 Engineering South is dedicated to private bench and cabinet space for teams. It is a violation of Common’s etiquette to use another team’s space without permission.
- Priority use of facilities with sign-up lists goes to those who have signed up
- The priority for use of lockers in 401 is: ECE undergraduate students, ECE graduate students and faculty, other OSU students or faculty, all others.
- Priority for assignment of benches and cabinets in 411 is: teams in ECE capstone courses, teams in other ECE undergraduate courses, all other ECE students and faculty, other OSU students and faculty.
- Materials and supplies for public use—tools, chemicals, solder, cables and connectors, and so forth—remain in the Design Commons.
- Users are expected to help maintain the Commons.
- Users are responsible for visitors they bring in to the Commons.
ECE Design Commons Rules

Maintain the Commons and Keep it Clean
Clean up your workspace when you leave the facility for more than one hour, log out of computers, turn off instruments, and replace any borrowed supplies. If you need to step out for less than an hour please leave a note. If you leave for over an hour the TA’s will confiscate what you left out and you will need to find a TA to obtain it. In some cases you may additionally be charged a $5 to $50 clean-up fee.

Behave Professionally
Behave in a courteous and professional manner towards others at all times. Examples of unprofessional behavior include excessive use of profanity, playing loud music, or other actions that distract others who are trying to work. This facility abides by a “no-tolerance” policy for discrimination of any type. Unprofessional behavior may cause you to lose user privileges or be expelled from the Commons.

Ask if you Need Help
If you don’t know how to do something, get help.

Become Properly Training
Do not use equipment or facilities unless you have passed the training certification. Unauthorized use of facilities or equipment may cause loss of user privileges, expulsion from the Design Commons, or a significant bursar charge should you break or damage instrumentation.

Follow Safe Practices
Do not endanger yourself or others in the Commons. Keep your area clean, never leave high voltage or current wires exposed, handle chemicals in a safe manner, do not let cords dangle where others can trip over them, etc. Violations may cause loss of user privileges, expulsion from the design Commons, or a bursar’s charge should you break or damage instrumentation. Any intentional breach of lab safety may result in permanent expulsion from the Design Commons.

No Food or Drink
Food and drink are not allowed in the Commons with the exception of the large table in room 411. Violations may cause loss of user privileges, expulsion from the Design Commons, or your bursar account to be charged a clean-up fee.

Respect Shared Resources
Tools, cables, connectors, chemicals, and other supplies are supplied as a convenience for everyone’s use. Put shared resources back when you are done with them; do not store these in your locker or remove them from the Design Commons. Do not borrow another person’s equipment or supplies without their permission. Violations may cause loss of user privileges, expulsion from the design Commons, or your bursar account to be charged a $5 to $50 clean-up fee.
Return Equipment when you Finish
You are responsible for returning all equipment and instruments you have checked out as soon as you are finished using the equipment. At the end of each semester (spring, summer, fall) all equipment needs to be turned in for testing and inventory. Please report any damage or wear-and-tear so it can be fixed. Loss or damage due to negligence will result in a bursar charge to repair or replace equipment.

Report Maintenance Issues Immediately
If any part of the Commons needs maintenance or supplies are running low please report it in the Maintenance Log. We rely on users to report issues. Failure to report maintenance issues may cause loss of user privileges or expulsion from the design Commons.

Key, Lab Bench, Equipment, and Machine Shop Forfeiture
Each key to the Design Commons that is not returned will incur a $25 fee replacement fee. This $25 fee is in addition to replacement/repair costs of any equipment or cleanup fees.

I have read and understand the above policies and agree to abide by them. I understand that I may be denied access to the Commons or incur Bursar charges for violating the terms and conditions above. I also acknowledge these rules and policies are guidelines only and may be superseded by University or department policies and may be changed at any time without prior notice.

Print Name     Print CWID

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Sign Name

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Date

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