Lab Information
Safety training will be required before working in the labs. For information, please visit [this website](#).
To request machining/fabrication from the shop technicians, the following procedure must now be followed:

1) You will need to supply a drawing with dimensions (in inches). These drawings should be clear so that the required parts can be manufactured from them. They should be machine drawings consisting of a minimum of two views, but in most cases three views are necessary. The quantity and material required should also be clearly defined on the drawing.

2) A short code and the project that the short code belongs to will be required.

3) A time frame in writing for your work to be. Be aware that it takes time to look over drawings and to order materials and receive them, as well as the actual work to complete the parts. A good rule is to bring the job to the shop two weeks before needed to be sure it can be completed on time. Also, other projects that are in process can have a major effect on when your project may get started and completed.

4) Your contact info. This should consist of your name, email address and phone number.

5) The contact info for your advisor will also be needed. This will also consist of their name, email address and phone number.

The drawings and all other information will be kept in the shop records.