

Fire Science Laboratory

Laboratory Etiquette

The goal of this list is to familiarize the student with proper Fire Science Laboratory etiquette, which provides for a clean, organized and safe working environment.

1. Be safe. Follow all [Fire Science Laboratory Safety Guidelines](#) and use common sense.
2. If you are unsure about something, ASK !!
3. Clean up after yourself. Put away all tools after use and every night so others can find them, even if you will need them the next time you work in the lab.
4. Replace all tools and instrumentation to the exact spot you got them.
5. Disinfect and clean safety glasses before replacing.
6. Hang dirty lab coats or jumpers on the rack near the door so the lab staff knows they need to be cleaned.
7. If you use the last of something, write it on the order board so it can be restocked.
8. Follow [Instructions for Placing Purchase Orders](#) for all ordering. If you can't find an item, insure it isn't already available by asking the lab staff.
9. Be sensitive to others in the lab whom may not enjoy the same music as you. Keep the volume low.
10. Do not take home any of the reference material. It is for use while in the lab only.
11. Place all files in the appropriate folder on the computer. This is either your folder under users or the service to industry folder. No personal files are allowed on the lab computers.
12. Do not add or modify software on any of the lab computers. *This includes installing temporarily items!* The lab staff will install any software if (1) it is experiment related and (2) it is approved.