

# Laboratories

## Guidelines

### for access and use of spaces and laboratory equipment

#### Access to the laboratories:

1. Access to and use of the laboratory spaces is permitted, for research, teaching and third-party activities, only to subjects belonging to the laboratory and authorized persons.
2. All professors belonging to the reference research groups of the laboratory, as well as the technical area staff assigned to the same, have access to the laboratory.
3. Students of the PhD Courses, and the holders of Research Grants, whose Supervisor or Scientific Responsible belongs to the laboratory, are temporarily authorized for the entire duration of the Course.
4. Students whose Thesis Supervisor/Co-supervisor are part of the laboratory are temporarily authorized for the duration of the thesis.
5. Access to students for demonstrations and/or exercises is granted to the lecturer/researcher responsible for the activity of the Department of Architecture and Industrial Design, if pertaining to the laboratory.
6. Professors belonging to Research Groups other than the reference ones can apply for authorization to access from the Laboratory Manager.
7. All other users not belonging to the Laboratory must apply for access authorization, signed by a Professor/Researcher of the Department of Architecture and Industrial Design, clearly describing the type of activity to be performed, the equipment to be used and the duration of the access.

#### Use of the equipment and spaces:

1. The use of the instrumentation is permitted only for institutional purposes of the Department or of the University.
2. The use of the equipment outside the Laboratories is allowed only to authorized personnel, after completing the instrument take-in card, to be requested from the Laboratory Manager or technical staff (see UNI EN ISO 9001: 2015 procedures – RIAS Laboratory).
3. It is forbidden to intervene both on the hardware and software part of the instruments present without the authorization of the Laboratory Manager.
4. Anyone working in a laboratory is obliged to inform the Reference Lecturer, or the technical staff of the laboratory, on the type and duration of the activities in progress.
5. All laboratory users are required to maintain order and cleanliness.
6. The use of equipment and spaces must always comply with the safety rules and criteria.