

Lab Protocols

Please sign below showing that understand and will follow these rules.

Housekeeping

1. You can eat in the lab, but always clean up 100% of your crumbs, dishes, trash, etc. Do not eat over keyboards and leave no trace at your workspace. Park your drinks away from the computers.
2. Don't use the lab as storage space. Be considerate to other users and take all your stuff home at the end of your session.
3. Don't play music audibly and be considerate of your speaking volume when other groups/ users are in the lab.
4. You can run processes overnight, but you must get permission and a night pass from the lab staff. We need to make sure there are enough machines for the next day's classes and workshops.
5. Last one out of lab must cut off lights and close the door. It will lock behind you, so make sure you have what you need.

Storage/ Working Protocols

1. Always back up your important work in 2 or more places. This could be an external drive and a networked drive, for example.
2. Don't save to the C drive. If everyone does this, the computers will run slower for everyone.
3. The students drive on the GIS data server is not backed up (unlike Faculty and Projects, which are backed up weekly). This means you need your own backup system for important or course files (see #1).
4. Student folders on the S drive will be archived after one year, so back up what you need (see #1).
5. Always log in as yourself, unless you are using GPS Pathfinder Office/ Trimbles.
6. Always LOG OFF at the end of your session.