



## student access form

date

The use of the laboratory and the advice of the staff is required for the

creation of number of model/s

scale/s 1:  1:  1:

project theme .....

model/s for course      scheduled exam date

model/s for thesis      scheduled thesis date

professor .....

department member      DASTU       dABC

other department .....

this part should be filled by staff

model/s set up in the laboratory on day

model creating from  to

number of models produced

scale/s 1:  1:

1:  1:

student data:

**WORKING GROUP REPRESENTATIVE**

surname .....

name .....

phone .....

e-mail .....

surname .....

name .....

phone .....

surname .....

name .....

phone .....

surname .....

name .....

phone .....

surname .....

name .....

phone .....

total number of students in the working group

**physical and virtual modelling laboratory**

Campus Bonardi - building 16A

via Ampère 2 - 20133 Milano

phone 02 2399 5670

labora@polimi.it

## FOR THE PROFESSOR

LaborA provides **tutorial support and training** to the students of the institutional courses of the AUIC School master degree and makes available to them equipped spaces and instrumentation for the realization and experimentation of physical and virtual models in the context of teaching.

**This activity is free** of charge until the works produced by students in the laboratory are used to develop and present their projects **during courses or for their thesis**.

In case of use of the same works as **part of a research or other funded activity**, even retrospectively, the user agrees to pay LaborA the amount of **500 € for each model** for the advice received and the use of laboratory space and equipment.

In all the above-presented cases and in the case of publication of images of work models made in the laboratory, the user agrees to always specify that the work has been carried out in collaboration with **LaborA - physical and virtual modeling of Politecnico di Milano**.

## Electronic signature of the professor for acceptance

## FOR THE STUDENT

### LABORA WILL SUPPORT YOU WITH:

#### 1) **DEDICATED TUTOR:**

an **expert** dedicated to you to choose how to make the model: **scale, materials and techniques** for its construction.

You can contact the tutor in every moment of your permanence in laboratory in order to ask for **advice during the construction**.

#### 2) **ASSIGNED WORKSTATION:**

for the entire period agreed with the tutor in the first meeting (max 30 days).

You will be able **to freely access** the main classroom of the lab with your Master's degree student badge.

You will be free **to access only after being informed and trained**: the drilling lab, the lab. CNC, the 3D printing lab and the painting lab.

**You will not have access to:** the carpentry, the metals lab, the virtual theater, and the hologram lab (access guaranteed to technical staff only).

### physical and virtual modelling laboratory

Campus Bonardi - edificio 16A  
via Ampère 2 - 20133 Milano  
telefono 02 2399 5670  
labora@polimi.it

You will need to:

- **bring all the commonly used tools** for the construction of models, such as cutter, rulers and squares, glue, materials and necessary PPE - Personal Protective Equipment, mainly **FFP2 mask** for respiratory protection;
- **use the equipment at your disposal with the utmost care**, do not tamper with it in any way, do not remove the safety devices for any reason and promptly report any malfunctions or breakages to the technical staff;
- **use the cutter protecting the worktop** with a cardboard of suitable thickness or a cutting mat;
- make sure you **do not leave your personal belongings unattended**: computer, telephone and other valuables, as the classroom is not supervised for this purpose. Politecnico di Milano declines any responsibility for any theft or damage;
- **completely vacate the workstation at the end of work**. In order to give the possibility of use to as many students as possible, unassigned workstations are daily freed from all abandoned materials and papers.

You will not be able to:

- **use spray glues and spray paints** inside the laboratory except in the paint lab; introduce **highly flammable materials** such as solvents and paints without prior, explicit authorization from technical staff;
- **introduce and use electrical or mechanical tools** without prior and explicit authorization from the technical staff;
- **connect to and use the laboratory electrical network** with any type of instrumentation without prior and explicit authorization from the technical staff, with the exception of laptop computers;
- **consume food** in the laboratory;
- **take any type of equipment or instrumentation** owned by the lab off.

3) **TRAINING:**

We will train you in the safe use of:

- **small woodworking equipment** such as: drills and sanding machines for cutting and sanding wood, or hot wire for cutting foamed plastics into sheets;
- **CNC equipment** such as: laser cutting, blade cutting, hot wire cutting and 3D printing, the use of which will be agreed upon and programmed with your tutor.

**IN CASE OF ACCIDENTS**

In the event of an **accident, even a minor injury or illness, I must immediately inform the technical staff** who will provide first aid if possible and contact the 112 Single European Emergency Number. I must not try to intervene on my own or go down to the toilets.

In the event that after an accident that has happened to me in the laboratory, and after informing the technical staff, I should refuse 112 intervention, but later need to go to an Emergency Room or require medical treatment resulting from the accident in question, I must **promptly notify the technical staff of the laboratory and provide within 48 hours the documentation issued by the hospital**. This will allow the Politecnico di Milano to make the report to INAIL as required by current regulations.