

KENNEBEC VALLEY COMMUNITY COLLEGE

**Policy #:**  
3.20

**Effective:**  
06/22/12

**Replaces:**  
08/01/07

## **LAB FACILITIES**

Access to labs at times other than scheduled class times is only be available to authorized people. Keys may not be loaned. An authorized person (administrator or faculty member) must accompany the person to the lab to open and log the event.

### **TRADES AND TECHNOLOGY LABS**

At no time should an individual be working alone on any equipment. A second person knowledgeable of the equipment must be present. Only people who have demonstrated proper use of equipment and have exhibited knowledge of safety rules to an appropriate faculty member will be authorized to use the labs.

### **COMPUTER LABS**

Schedules for open computer labs for student use will be posted.

Any student using the open computer lab will be responsible for the care and of neatness his/her terminal during scheduled and/or open laboratory times.

The following is not permitted in any of KVCC's Computer Labs:

- any food
- any drinks
- writing on or abuse of any equipment

### **ALLIED HEALTH, NURSING, AND SCIENCE LABS**

Specific procedures, supervision requirements, and safety regulations will be posted in each lab and are to be followed in addition to the general lab procedures.