

Northwest HVAC/R Association & Training Center

INSTRUCTOR LAB RULES

LABELING: We have implemented a MANDATORY labeling rule. ALL recovery cylinders MUST be labeled. The label must include the following: YOUR NAME, Unit #, Type of refrigerant and Weight, DATE & TIME and you instructor. Also, if you are in the middle of working on a unit when you leave for the day, you must label that unit with your NAME, DATE, TIME and INSTRUCTOR.

ACCESS PANELS: ALL panels must be put back on ALL appropriate labels need to be in place. If they are bent or will not go on properly, notify your instructor.

COMMUNICATION: Please be honest and communicate your situation. You are students and you are still learning. It is better for you and your grade that you ask for help, rather than leaving an unfinished job. This is an opportunity to exercise your integrity.

SAFETY: Take your time and ask for help and observe ALL safety standards when working in the lab. Safety glasses MUST be worn at ALL TIMES if you are inside the yellow lines on the floor. NO EXCEPTIONS.

The rules have been established for your safety. Please note the consequences for failing to follow these rules:

First Offense: You will receive a verbal warning from an instructor.

Second Offense: You will be deducted points from your overall grade.

Third Offense: You will not be allowed to participate in lab activities without CONSTANT and DIRECT supervision (if available), as well as lose additional points from your overall grade.

Fourth Offense: You will no longer be allowed to participate in lab activities. This will affect your grade AND ability to graduate.

The rules are not difficult to follow. If you are unsure of something, get help immediately. We understand that you are students and are still learning. Don't be too "cool" or "smart" and just guess! Lab time can and will be fun, but it must also be safe for all students and staff. It's important the lab remain clean, orderly and have minimal loss of tools and equipment.

"Use your brain, be thorough, and most of all be SAFE!"

Student (print name): _____

Student signature: _____