

## The 10 (Lab) commandments

1. The labs and every piece of equipment in them (including laptops), belong to the faculty, not any individual person. If you have ANY equipment in your office (or your house) that does not belong to you, please return it immediately to the right lab.
2. We have few labs and many projects. This means you sometimes need to be cooperative and compromise.
3. Do not book the lab for 12 hours a day unless you intend to use it for all of that time. If you book a lab but no longer need it, cancel the booking as soon as possible.
4. If somebody has a booking when you want to use the lab, speak to them and try to find a solution between yourselves. If this doesn't work, contact your project leader and/or Neil Cronin (neil.j.cronin@jyu.fi; 0408053735; VIV 234).
5. When collecting data on lab computers, do not store the data under the subject's real name- use a code instead, to protect their identity. Also, do not leave any paper forms/notes in the lab that identify individual people.
6. Leave the labs in a tidy condition. Do not leave food, rubbish or especially equipment on the floor. Clean all equipment after use.
7. The labs contain expensive equipment. Treat all devices with respect. If you are unsure how something works, seek help. Do not try to solve problems using brute force.
8. In cases of double bookings, teaching always takes priority.
9. If you borrow a device, leave a note where the device is kept that includes your name, phone number/email address and when you plan to return it. Never take faculty equipment off of the premises unless you have permission.
10. Be aware of who you should contact for help, and consult with support staff (Paja, Pirkko etc.) before starting pilot measurements. Also be aware of where the first aid and defibrillator equipment are located, and who is qualified to perform first aid.