



## PRAYASSHALA USAGE POLICY

### General Usage Guideline

- Prayasshala facilities are open from 09:00 AM to 6:00 PM from Monday to Friday.
- In case of time extensions beyond the said timing prior approval needs to be taken from Team Prayasshala and Team VentureStudio.
- This extension will be granted case to case basis depending on need/exigency/nature of business.
- Smoking is strictly prohibited in Prayasshala.
- Food and beverages of any kind are prohibited in the equipment area at Prayasshala. ( area where there is machinery ).
- Anyone using the lab equipment needs to be in charge of their own safety hence should take due care and avoid any negligence.
- We recommend proper clothing as loose or baggy clothing can get caught in the equipment and hence should be avoided.
- We recommend closed-toe shoes to be worn at the fab lab.
- Users are expected to clean and organize their workstations after each use, keep all areas free of debris and return tools and supplies to the designated areas.
- Prayasshala is not responsible for loss of data due to hardware or software failure, loss of internet connectivity, etc.
- Users must backup their data files regularly.
- Use the internet responsibly. Do not download personal media content, large video files or other inappropriate content.
- Report all work injuries and illnesses immediately.
- Users are financially responsible for damage or loss of equipment or tools.
- Each individual user is only allowed to use a certain amount of storage space, which cannot be exceeded.



## Equipment usage Guideline

- Users must get trained by the Prayasshala staff before using any equipment. They must read the Standard Operating Procedures carefully for safe and proper use of the equipment.
- The machines or equipment in the Prayasshala need to be used with prior online or offline booking before 24 hours.
- Prayasshala will not be liable for any accidents /incidents occurring out of ignorance about the machine's negligence or non-compliance to safety guidelines.
- Safety glasses and hearing protection are to be worn whenever operating any Lab equipment or in proximity of active equipment.
- Users must not attempt to repair or modify any equipment.
- Users are not permitted to bring/keep external equipment/instruments in the lab without prior permission from Prayasshala.
- In case something is wrong with the machine/equipment while working, stop the machine immediately and get assistance.
- Turn off machines and equipment before you even consider cleaning, un-jamming, oiling, adjusting, or moving them.

## Usage of Consumables

- Users have to bring their consumables such as filament for 3d printer, MDF/Acrylic sheets, Wires, PCB and soldering wires, etc.
- Any of the above material if available and taken from Prayasshala then it will be charged at actual price.

## Personal safety, Fire Precautions and training

- Follow fire safety and emergency evacuation guidelines strictly. Users must be a part of fire drills conducted by Ahmedabad University.
- Make sure there should be proper ventilation, if dealing with Welding and gas cutting equipment.
- Never fight a grease fire with water; water will splash the oil and spread the flames.
- Users should know the location and use of fire extinguishers, fire alarms, other emergency equipment and emergency exit.

**Violation of rules, responsibilities and agreements set forth in these policies will result in disciplinary action.**