Mechanical, Manufacturing, & Biomedical Engineering
PC Lab Usage Policy

Out-of-hours users must:
- Read and acknowledge the MMBE Safety Statement
- Be “Checked-In” on the SafeZone App
- Follow the MMBE Safety Policies and Procedures:
  - [https://www.tcd.ie/mecheng/safetystatement/](https://www.tcd.ie/mecheng/safetystatement/)

The following are prohibited:
- Access during timetabled teaching
- Remote access to PCs
- Use of more than one PC at a time
- Disconnecting plugs, cables, or mice
- Joining monitors
- Installation of any additional Software

Priority list:
- Timetabled teaching
- MMBE MAI & MSc Students
- MMBE Undergraduates
- MMBE Researchers

Users are not allowed to:
- Use PCs for non-course related activity
- Display notices without permission of the IT Administrator
- Eat or drink in the lab
- Vape or use E-cigarettes
- Bring scooters or bikes into the lab

Operating hours:
- Supported hours are:
  - 9am to 5pm, Monday – Friday
- Out-of-hours access:
  - 5pm to 10pm, Monday – Friday
  - 10am to 4pm, weekends & holidays

Contacts:
- IT Administrator: Mark Jordan  jordanm7@tcd.ie
- Head of Department: Prof. Stephen Spence  spences@tcd.ie
- Chief Technical Officer & MMBE Safety Officer: Gordon O’Brien  gordon.obrien@tcd.ie
- First Aid:
  - Alex - 01 8961463 / Gordon - 01 8961557
- Campus Security:
  - Emergency - 01 8961999 / Non-emergency 01 8961317