

College of Science and Engineering: **Project Center**

Project Room Policy

The College of Science and Engineering Project Center has rooms in the Bannan Science and Engineering Building for the dedicated use of students engaged in engineering, computer science, and environmental science design projects.

The following policy statement outlines expected behavior and usage of Project Center project rooms. Questions about this policy should be directed to the Project Center Staff, at 206-296-5503 or projectcenter@seattleu.edu

Facility Administration

Use of a Project Center room is conditional upon being enrolled in the 4870-4880-4890 courses.

- **The only people granted access to each room are the students assigned to the room, the project faculty advisor, the department chair, administrative staff, and technical support personnel.** Access will be issued only to these people. No other people shall have unescorted access to the room without permission of the Project Center.
- Access to the project rooms **will not be granted** to capstone teams unless this form and the Exhibit-D (Student Agreement) have been fully reviewed, signed, and dated.
- Multiple teams will be sharing most of the project rooms. Please be respectful of the other team's project and personal items and do not use their items without their permission.
- Equipment shall not be removed from the rooms without explicit permission of the Project Center.
- Non-SU equipment may be used with faculty advisor knowledge and permission.
- Use of tobacco or cannabis products, alcohol, or any illegal substance is prohibited in the rooms.
- When not in use, the rooms shall be locked and the windows closed.
- Due to fire code, no items and/or paper can be taped, glued, or adhered to any of the project room window glass.
- **Project rooms shall be kept tidy and professional in appearance.**
- Project rooms are closed between 11:00pm and 5:00am per the College of Science & Engineering after-hours building use policy.
- Forms requesting 24-hour access to Project Rooms **will not be approved.**

Computer Management

- No one shall be permitted to change software/hardware configuration without first notifying a faculty advisor.
- The department and Project Center staff shall be allowed access to all equipment in project rooms. Technical support personnel shall be given administrator passwords, where applicable.
- Project teams may install software needed to support their projects. All software must be properly licensed.
- Project teams are responsible for backup and recovery of their computers.

Miscellaneous

- The contents of the room shall be inventoried at the beginning and ending of each project. Final project grades shall not be issued until all keys and equipment have been properly checked-in with the department or Project Center staff.

Signature: _____ Printed Name: _____

I have read and fully understand the policies stated for use of the Project Center Project Rooms.

Department and Team Number (Ex. CEE 24.1): _____ Date: _____

Project Room Hours 5:00am-11:00pm