VAIL SAFETY and OPERATIONAL POLICIES

Safety is the number one priority in the Volkswagen Automotive Innovation Lab (VAIL). The following policies need to be followed to ensure the safety of yourself as well as the other members of this community.

BUILDING SAFETY EQUIPMENT
1. I am familiar with the location of the following:
   a. First aid kit
   b. Safety shower
   c. Small spill kit
   d. Fire extinguishers
   e. Fire alarm
   f. Evacuation route information including the emergency assembly point (Oak Road across from the Field Conservation Facility)
   g. Chemical cabinets
   h. Emergency contact information
2. I am familiar with the use of the building alarm.
3. I will not share simulator access codes.
4. I will not lend my ID card to give access to people that have not gone through VAIL training.

MACHINE ROOM
1. I will not use the equipment in the machine room unless I am properly certified. If my name does not appear on a machine’s certified list, I know I am not permitted to use that particular machine.
2. I will wear goggles when using the equipment.
3. I will wear closed toed shoes when using the equipment (or when others are using the equipment).
4. I will clean up after use of the machine.
5. I will make sure to safety store any hazardous liquids in the flammable cabinet and ensure that it is properly labeled.
6. I will not work on the machines if I am alone in the building.

KITCHEN USE
1. I promise to keep the kitchen area clean by washing my used dishes and keeping the appliances clean after use.
2. I will not consume items that are labeled with another person/group’s name.
3. I know that I am free to bring food to store in the refrigerator. Perishables will be discarded after 2 weeks.

VEHICLES/BIKES AT VAIL
1. I will never leave my vehicle overnight at VAIL.
2. If I must drive to VAIL, I will not leave the building, since my vehicle may need to be moved due to a blocked bay or need to use the parking lot as a test track.
3. I understand that the far side of the circle is for the Field Conservation Facility members and will never park there.
4. I understand that I am not permitted to park my vehicle inside the building.
5. I understand that I may not store my bike inside the building during the weekday (business hours only).
GENERAL FACILITY USE
1. I understand that the use of seminar, conference and small quiet workroom are open to any VAIL community member. But I must relinquish use if someone has the room reserved.
2. I understand how to reserve the seminar, conference and small quiet workroom.
3. I will alarm the building if I am the last person to leave between 9:00 pm and 6:00 am.
4. I will make sure that all the windows and doors are closed and locked if I am the last to leave the building.
5. I understand I may use the tools in the GENERAL TOOLS toolbox, and will return the items directly after use.
6. I understand that I need to obtain permission to use tools in other bays.
7. If I change the table configuration in the seminar room, I will make sure to ‘reset’ the room to the proper configuration.
8. I will keep the facility clean.
9. I will contact the facility manager, Erina DuBois, regarding broken equipment, safety concerns, community member concerns, questions and suggestions.

With my signature below, I affirm that I have read, understand and will adhere to the policies above. I understand that failure to comply with these policies may result in the revocation of my access to VAIL.

Signature ___________________________________________ Date __________________________
Printed Name _______________________________________
Student ID Number ________________________