



# Welcome to the Engineering Orientation Winter 2020



# Ryan Aldridge

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## \* Innovation Design Center (IDC) Operations Manager

- \* New 64,000 sqft engineering building
  - \* Fabrication Lab – Metals, CNC, Plasma, Welding
  - \* Rapid Prototyping Lab – Plastics, 3D printing, Laser
  - \* Three computer labs
  - \* Product design studio
  - \* Project space, Team Rooms, Conference Rooms, Student Lounge





# Innovation Design Center Labs

- \* Great indoor/outdoor study spaces
- \* Student lounge
- \* Team Rooms
- \* Conference Rooms





# Innovation Design Center

## Fabrication Lab

### \* Fabrication Lab

- \* CNC plasma table
- \* CNC multi-tool mill
- \* Manual mill
- \* Mig/Tig Welders
- \* Bandsaw
- \* Drill press
- \* Hand tools

### \* Typical Hours

- \* 9:00 am – 5:00 pm





# Innovation Design Center

## Rapid Prototyping Lab

### \* Rapid Prototyping Lab

- \* Makerbot 3D printers
- \* Industrial 3D printers
- \* SLA 3D printer
- \* DLP 3D printer (Soon)
- \* Laser engraver/cutter
- \* Plastic thermoforming
- \* Ultrasonic plastic welding
- \* Plastic extrusion welding
- \* Plastic bending
- \* Large Paint booth
- \* Sewing station
- \* Electrical engineering bench

### \* Typical Hours

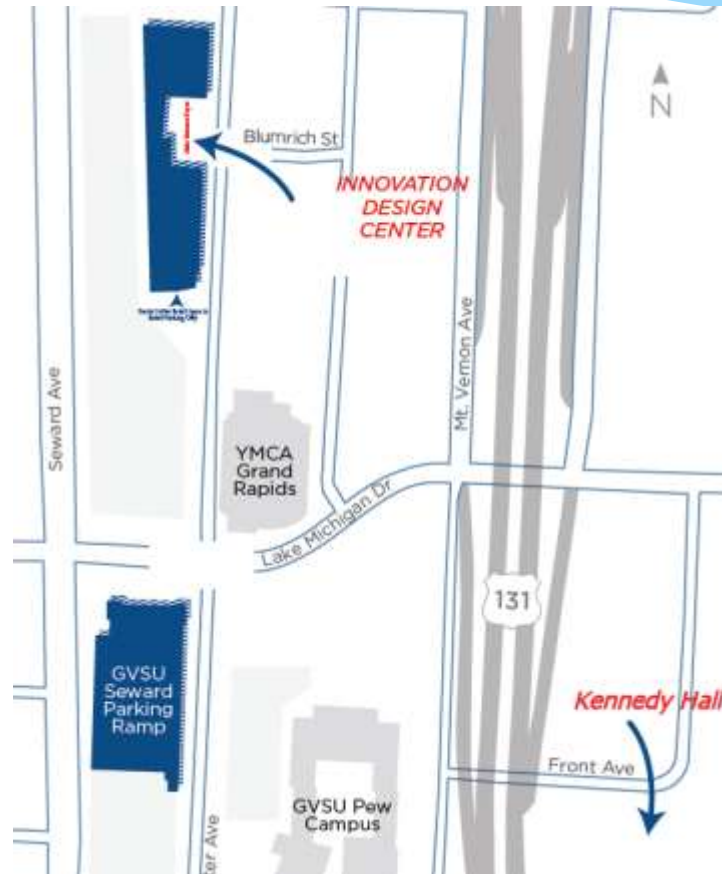
- \* 9:00 am – 9:00 pm





# Innovation Design Center

227 Winter Ave NW





Hector Garcia  
[garciaph@gvsu.edu](mailto:garciaph@gvsu.edu)

- \* **Kennedy Hall of Engineering Supervisor**
- \* Technical Support Lab (KEN234) EE & CE Support
  - \* Laboratory Equipment
  - \* Check-out System (KEN234)
  - \* Lockers in KEN 2<sup>nd</sup> and 3<sup>rd</sup> floor can be registered for a semester
  - \* Report damaged equipment or facilities



# Access Cards



- \* For safety purposes, **all students utilizing an Engineering Building during any non-business hours (Daily after 9 PM, plus Weekends and Holidays)** are required to use **the "buddy system"** while in the rooms of any building. This means there must be a minimum of two (2) students within any occupied room within any School of Engineering building.
- \* A "Buddy" can be anyone over the age of 13.





# Access Cards

- \* Report lost or stolen cards immediately.
- \* Do not allow other people to use your access card.
- \* You will be held responsible for any damages or theft in the labs. Every time you swipe an access card, the room number, your name, date, and time are recorded in our database.



# Access Cards

- \* Unapproved entry into any space (i.e. locked store rooms, conference room, labs, faculty/staff offices, etc.) will result in **revocation of your access card** privileges for the remainder of the current semester.
- \* Building Hours for Fall/Winter:
  - \* 7:00 a.m. – 9:00 p.m. Monday-Thursday
  - \* 7:30 a.m. - 5:00 p.m. Friday
  - \* Weekends & Holiday breaks – Key card access only
- \* Key card access only outside of building hours



# Access Cards

## EXAMPLES OF WAYS TO LOSE YOUR ACCESS CARD PRIVILEGES

- \* Letting someone else use your access card
- \* Entering rooms that have a class in session
- \* Removing equipment from labs
- \* Not following the buddy system
- \* Leaving doors propped open
- \* Unapproved entry into any space
- \* Using equipment you are not certified to use
- \* Any other violation of the access card policies and procedures



# Access Cards

- \* **FAILURE TO FOLLOW THE POLICIES & PROCEDURES WILL RESULT IN REVOCATION OF ACCESS PRIVILEGES**
- \* \$25 security deposit for access cards
- \* Get your security deposit back by returning it to the lab supervisor after graduation or if you leave engineering
- \* Lost or broken card – \$5
- \* Destroy it – \$25



# Lab Safety



- \* Emergency contact list
- \* Telephone
- \* Emergency power cutoff
- \* Safety glasses
- \* First Aid
- \* SDS (Safety Data Sheets)
  - \* 1<sup>st</sup> Floor Keller Labs



# Doors

- \* All Doors are locked! If the door has a keycard access you will have to swipe your card and pull on the door to open it up!
- \* DO NOT PROP OPEN THE DOORS





# Respect

- \* **DO NOT** enter a lab/classroom in progress that is not your own
- \* Please respect our labs and equipment
  - \* It is a privilege to have “open” labs
- \* Clean up after yourself
- \* Do not remove equipment or tools from the labs
  - \* Checkout equipment from KEN234
- \* Keep doors closed at all times



# Roy Visser

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## Urban Campus

- \* Entry doors open during the day
- \* Public has access
- \* Classroom/Lab doors kept locked
- \* Personal Belongings
- \* Homeless people
- \* Fire safety protocol
- \* Stairways not elevators
- \* Exit the building and assemble in front of Kennedy Hall
- \* Weather Safety
- \* Designated storm shelters





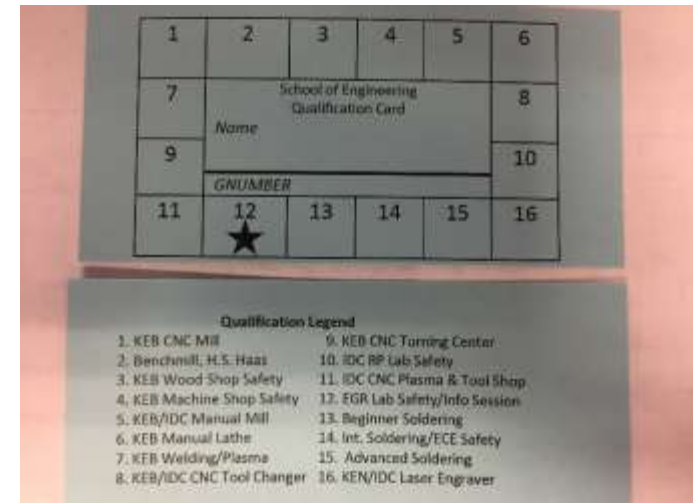
# Hands-on Program

- \* GVSU Safe environment
  - \* Up to you to be safe
  - \* Safety is nothing more than prevention
  - \* Don't be afraid to ask questions
  - \* Think before you act/don't take chances
  - \* Powers of observation
- \* Proper Safety apparel
  - \* Eye protection
  - \* Clothing/Jewelry
  - \* Hearing protection
  - \* Shoes
- \* Signage
  - \* Safety Glasses must be worn in this lab



# Qualifications

- \* Qualifications/Qualification Cards
- \* Keep your cards with you in case you are asked to show it
- \* The more qualifications you get, the more privileges you achieve
- \* You get #12 for attending this class





Adrian Mora  
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- \* Computer Software
  - \* Licensing
  - \* Distribution
  - \* Installation
- \* Computer Hardware
  - \* Computers
  - \* Printers



# Computer Labs

## \* Current Access:

### \* KEB

#### \* KEB 202 and 211

- \* Open labs (24/7)
- \* No schedule classes in these rooms
- \* KEB 202 is a quiet lab... no talking, and no music

### \* KEN

#### \* KEN244, 258, 322, 330, 342 and 358

- \* You may use any lab as long as there is no class in session

### \* IDC

#### \* IDC131, 133, and 135

- \* You may use any lab as long as there is no class in session



# Computer Labs

- \* The lab computers run Windows 10
  - \* Login is required (twice)
    - \* Remember to Sign Out! Sign Out!! (Twice)
  - \* You have 20GB of storage
    - \* Avoid saving to your Desktop, Documents, and Downloads
    - \* Quota
    - \* Save all your work to the W: drive!!



# Computer Software

- \* Solid Works/Solid Cam, Ansys, Matlab, Mentor Graphics, etc...
- \* Most licensed software can be downloaded and run on your own computer
  - \* Downloading and installing is at your own risk!
    - \* **No support is offered!**
    - \* All the software you need is already installed on STRATUS
  - \* Access to the software
    - \* [www.egr.gvsu.edu/egrSoftware](http://www.egr.gvsu.edu/egrSoftware)
    - \* User id: egr Password: student
  - \* Warning the downloads are **HUGE**
    - \* Make sure you have enough room on your hard drive for the download(s)



# Computer Software

- \* Most licensed software can be downloaded and run on your own computer
  - \* Follow the directions for installing... do not skip any steps!
  - \* If you are using the software from off campus, you **MUST** use the VPN connection
    - \* <https://vpn.student.gvsu.edu>
    - \* Login with your university id and password.
    - \* Click the pulse secure button and install the required software
- \* An easier way to run the software is on the Engineering servers (known as the STRATUS server or gateway)
  - \* See the hand out we gave you in class or email you received



# Printing Etiquette

- \* Do not print the Catalogs, Books, etc...
- \* Always pick-up your print job





# Computer Etiquette

- \* Do not enter a lab if a class is in session
  - \* Go to another lab
- \* If a lab is has a sign saying “CLOSED” or a computer is labeled “DO NOT USE”, do not use them



# Computer Etiquette

- \* If the labs are full, please give up your seat if you are not doing school work.
- \* Do not steal mice or keyboards or damage the computers in any way.
- \* Do not put mice on keyboard when closing the desktop.



# Questions

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