

MALTEPE UNIVERSITY FACULTY OF ARCHITECTURE AND DESIGN

MODEL ROOM RULES OF USE

- For the use of the model room, users must fill in and sign/confirm the “Model Room Appointment and Usage Consent Form”.
- Regardless of the application to be made, the model room can be used under the supervision of at least 1 instructor.
- All tools, equipment and machines can only be used with the permission and under the supervision of the instructor in charge.
- All tools, equipment and machines must be used only for their intended purpose.
- If you are not familiar with the use of tools, equipment or machines, you should consult the instructor in charge.
- The room is used only by appointment system. Students who come to the room without an appointment will not be admitted to the room.
- In order to make an appointment, at least 2 days before the use, the “Model Room Appointment and Usage Consent Form” must be filled in and sent via e-mail to maketatolyesi@maltepe.edu.tr.
- Depending on the room capacity, positive/negative feedbacks regarding the appointment request will be made via e-mail.
- Appointments are determined according to the application and room user capacity.
- Users must provide their own model materials.
- Model room usage hours will be based on appointments and only between the announced hours.
- It is mandatory to come to the room with clothes and accessories suitable for the work you will be doing.
- Avoid clothing and accessories that will prevent the functioning of machines and tools.
- If the instructor on duty deems necessary, he/she has the right to warn you about these issues and postpone your appointment.
- If necessary during the use of machines, tools and equipment, it is obligatory to wear protective equipment deemed appropriate by the instructor in charge.
- Leave all equipment, machines, tools and work surfaces as you found them.
- It is forbidden to bring food and drink into the room from outside.
- Leaning on machines and climbing on tables is prohibited.
- Desks are to be used as work surfaces only. Place your personal belongings under the table you are using so as not to block the passages.
- The responsibility of personal belongings in the model room belongs to the owner. The instructor in charge is not responsible for lost items.
- When you encounter an unexpected or disturbing situation, inform the instructor in charge.
- Users who do not comply with any of the model room rules or who are found to have behaviors that may disturb other users will be removed from the model room by the instructor in charge if they do not correct their behavior despite being warned.
- Model room users are obliged to follow the rules of the room.