

红鸟学创空间工作坊 24 小时开放管理办法

Red Bird Maker Space Workshop 24-hour Open Management Policy

总则：

General Rules

1、红鸟学创空间管辖的所有工作坊除了有管理员值守的时段（工作日 9:00~17:30），现向有实验需求的师生开放以下三种无管理员值守时段：

Apart from the periods with on-duty administrators, all workshops under Red Bird Maker Space is now open during the following three unattended hours for teachers and students with experimental needs:

(1) 工作日时段：周一至周五 18:00 - 21:00

Weekday hours: Monday to Friday, from 18:00 to 21:00

(2) 周末时段：周六、周日 9:00 - 21:00

Weekend hours: Saturday and Sunday, from 9:00 to 21:00

(3) 过夜时段：周一至周日 21:00 - 次日 9:00

Overnight hours: Monday to Sunday from 21:00 to 9:00 the following day

2、用户操作原则：用户需获得管理员认可/考核通过，具备独立操作设备的资质。

Principle of users: Users must be authorized or pass an assessment by the administrator to be qualified for independent operation of the equipment.

3、双人值守原则：无管理员值守时段，需有两名具有实验操作权限的用户同时在场并承诺互相协助。

Principle of two-person duty: During unattended hours, two users with experimental operation rights must be present at the same time and promise to assist each other.

4、先批准后进入原则：无管理员值守时段的实验需求需提前申请。工作日时段，请在当天 17:00 前提交申请；周末时段，请在周五 12:00 前提交申请；过夜时段，请提前 1 天提交申请。

Principle of prior approval before entry: Requests for experimental needs during unattended periods must be applied for in advance. For weekday hours, applications should be submitted by 17:00 on the same day. For weekend hours, applications should be submitted by 12:00 on the preceding Friday. For overnight hours, applications should be submitted at least one day in advance.

适用工坊：

Applicable workshop

- W2-102: 精密测量与电气电子工坊 Precision Measurement and Electrical Workshop
- W3-101: 材料制备工坊 Material Preparation Workshop
- E3-101: 木工模型与 3D 打印工坊 Carpentry and 3D Modeling Workshop
- E2-101: 大型机械加工工坊 Machining and Fabrication Workshop
- W2-221: 计算机工坊 AI Computing Lab

设备开放范围:

Availability of the workshop equipment

1、根据设备危险程度，无管理员值守时段仅开放低危设备，详细设备清单请登录“[大型仪器共享管理平台](https://instrumentsharelab.hkust-gz.edu.cn/)”（<https://instrumentsharelab.hkust-gz.edu.cn/>）查看。

Based on the risk level of the equipment, only low-risk equipment is accessible during unmanned hours. For a detailed equipment list, please visit the "[Large Instrument Sharing Management Platform](https://instrumentsharelab.hkust-gz.edu.cn/)" (<https://instrumentsharelab.hkust-gz.edu.cn/>).

申请方法:

Application method

1、工作日时段（18:00 - 21:00）：在“[大型仪器共享管理平台](https://instrumentsharelab.hkust-gz.edu.cn/)”预约时备注共同值守人员姓名和联系电话即可。

Weekday hours (18:00-21:00): Simply note the name and contact number of the other co-duty partner when making an application on the "Large Instrument Sharing Management Platform".

2、周末时段（9:00 - 21:00）或过夜时段（21:00-次日 9:00）：仅向有紧急实验需求的师生开放。用户需先填写[《非工作日实验申请表》](#)或[《过夜实验申请单》](#)，邮件发送给学术导师（AS）和工作坊管理员提交申请，并抄送共同值守人员。审批通过后，由管理员在“大型仪器共享管理平台”上授权给用户使用。

Weekend hours (9:00-21:00) or Overnight hours (21:00-9:00 the next day) : Only open to teachers and students with urgent experimental needs. Users need to fill in the "[Non-working Day Experiment Application Form](#)" or "[Overnight Experiment Application Form](#)", then email them to Academic Supervisor (AS) and workshop administrator for application, with a copy to the co-duty partner. After approval, the administrator will grant access to the user on the "Large Instrument Sharing Management Platform".

3、申请时长: 每次申请工作坊无管理员值守实验工作的最长连续时间不得超过 7

天。

Application duration: The maximum continuous duration of unattended experimental work shall not exceed 7 days.

安全须知:

Safety Information:

- 1、用户在工作坊进行实验时，须严格遵守《RBMS 安全守则》和双人值守原则，仅限使用所预约设备，不得随意放行未报备或与实验无关人员进入。

When conducting experiments in the workshop, users must strictly abide by the "RBMS Safety Code" and the two-person duty principle. Only the reserved equipment can be used, and entry of unreported or unrelated individuals is not permitted.

- 2、工作坊所有工具、设备不可外借，不可带出。使用低值耗材应自行登记，高值耗材则需提前向管理员申请领用。

None of the workshop's tools or equipment may be borrowed or taken out. Users should self-record the usage of low-value consumables, while high-value consumables must be applied for from the administrator in advance.

- 3、用户使用完成后需将设备关机、工具归位，确保工作坊环境安全、整洁、有序后再离开。

After use, users must turn off the equipment and put the tools back in their proper place, ensuring that the workshop is safe, clean, and organized before leaving.

- 4、用户使用过程中管理员会随机抽查现场，若发现用户违反守则，将视违规程度进行警告或加入黑名单。

Administrators will conduct random inspections during user operation. If a user is found violating the rules, he /she will be issued a warning or added to the blacklist depending on the severity of the infraction.

应急预案:

Contingency plan:

<https://hse.hkust-gz.edu.cn/posts/225/第三章-紧急应变程序/>