



RUTGERS CHEMICAL ENGINEERING POLICY

Section: 20.3.01

Section Title: Microcomputer Lab

Policy Name: Food & Beverage in Microlab

Formerly Book: N/A

Approval Authority: Department Chairperson of Chemical & Biochemical Engineering

Responsible Executive: System Administrator of CBE Computer Services

Responsible Office: CBE Computer Services

Originally Issued: Jan. 1, 2006

Revisions: N/A

Errors or changes? IT staff at cbehel@soemail.rutgers.edu

1. **Policy Statement:**

There is to be no food, beverage, or tobacco use in the computer microlab located in C233 of the Engineering Building
2. **Reason for Policy**

The policy is put in place to protect the resources in the lab from damage. The Warranties of computers, printers, and networking equipment do not cover damage Due to user error (i.e. spilt drinks, food or other objects within equipment chasis)
3. **Who Should Read Policy**
 - All Student Patrons of the computer lab
 - Course instructors whose course material require students to use the lab
 - Visiting Professionals who reserve the lab for private use
4. **Violations of Policy**

Violation of the policy will result in account lock out. To restore activity one must personally go to the IT staff and request reinstatement of account. A second violation will again result in account lock out. To restore activity from a second lock out, the offender must request (in person) reinstatement from the Department Chairperson. A third violation will result in a suspension of microlab privileges for a period of time deemed reasonable by the administrative staff.

5. **Contacts**
Office of Computer Services for CBE
System Administrator: Kirk Tarabokia
Rm: C241
ktarabok@soemail.rutgers.edu
732 445 6104
- Office of Department of CBE**
Dept. Chairperson: Dr. Henrik Pedersen
Rm. C226
732 445 4949