

# MAE 2250 Group One Air Motor Project - Mill and Lathe Reservation SIGN UP INSTRUCTIONS

**READ CAREFULLY**

During the air motor project several mills and lathes will be reserved for 2250 use. These slots will be available during lab section (LAB TIME Slots) and other times (GENERAL TIME Slots).

During LAB TIME all six mills and lathes will be available, but only to those with labs during that day's section. At other times, various mills and lathes will be reserved as GENERAL TIME slots. These slots will be available for ALL 2250 air motor groups. These are the only times the shop will be available for 2250 air motor manufacturing.

During Testing Week the lab section preceding a section testing will be reserved for that section. These slots will be allotted as needed by your TAs. The following is the list of available times:

<b>MAE 2250 Emerson Lab Group One Machining Schedule</b>					
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Feb 24-28</b>			9-11AM	9-11AM	9-11AM
				1-3PM	
	Lab 2- 4:30		Lab 2- 4:30	3-5PM	Lab 2- 4:30
<b>Mar 3-7</b>	9-11AM		9-11AM	9-11AM	9-11AM
				1-3PM	
	Lab 2- 4:30		Lab 2- 4:30	3-5PM	Lab 2- 4:30
<b>Mar 10-14</b>	9-11AM		9-11AM	9-11AM	9-11AM
		1-3PM		1-3PM	
	Lab 2- 4:30	3-5PM	Lab 2- 4:30	3-5PM	Lab 2- 4:30
<b>Mar 17-21</b>	9-11AM		9-11AM	9-11AM	9-11AM
		1-3PM			
		3-5PM			

Signup for the LAB TIME slots will take place though your Lab Section TA only – either in Lab Section or office hours. Your TAs will have the reservation book and stickers for these times.

Signup for the GENERAL TIME slots will take place in Emerson. There will be stickers and a reservation book outside the Emerson Lab Manager’s Office.

Each group will receive 3 mill and 3 lathe stickers for LAB TIME slots and 6 mill and 6 lathe stickers for GENERAL TIME slots. TAs will handle the signup for the LAB TIME slots. Stickers for the GENERAL TIME slots will be distributed in Emerson based on the schedule below. Sign up will be on a first come first served basis.

Mill Slots 1 and 2 and Lathe Slots 1 and 2 reservation stickers may be used starting Monday February 17 at 9:00 AM.

Mill Slots 3 and 4 and Lathe Slot 3 and 4 reservation stickers for scheduled lab sections may be used starting Tuesday February 18 at 9:00 AM.

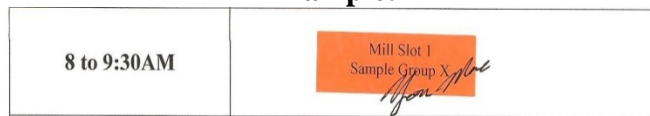
Mill Slots 5 and 6 and Lathe Slot 5 and 6 reservation stickers may be used starting Wednesday February 19 at 9:00 AM.

**A reminder, you must show up on time. If you are more than five minutes late for your reserved time, machines will be reassigned.**

Instructions for using stickers:

1. Put a sticker in the slot you want to reserve.
2. Sign the edge of the sticker overlapping into the book.

**Example:**



**Any stickers found entered in the book incorrectly will be removed and the group will forfeit their slot.**