

# 繊維ユニット (繊維科学センター)

## 4号館103号室の利用ルール

当実験室は公共の実験室です。全ての利用者が、  
お互いに気持ち良く利用できるよう、ルール  
を守ってご使用願います

2025.7.7 繊維ユニット長

# 異常発生時

- ▶ 機器の使用中最または使用後に**異常を感じた場合**、身の安全を確保するとともに、速やかに担当教員及び当ユニット ([fiber@kit.ac.jp](mailto:fiber@kit.ac.jp))へ**報告**

# 入室時

- ▶ **非常口の位置確認**
- ▶ **消火器の位置確認**
- ▶ **装置および部屋の原状確認**

# 禁止事項

- ▶ 許可のない**機器の持込み**
- ▶ **部品・治具・工具等の持ち出し**
- ▶ 水分補給以外の**飲食**
- ▶ 音楽や動画の視聴、オンライン会議、私用電話等、**機器利用目的以外での利用**

# 機器の操作

- ▶ 担当教員または当センター職員の指示に従うこと
- ▶ 利用時間は**9時～17時**

学内利用者に限り、それ以外の利用については、別途指導教員から繊維ユニットへの許可申請が必要

# 棚利用ルール

- ▶ 割り当てられた棚スペースには、**使用者名を明記**
- ▶ 材料・試料等は**一時保管のみ許可**。使用後は研究室に持ち帰ること
- ▶ 割り当てられた棚スペースは、6か月に1回以上の頻度にて点検・整理整頓する

# 引出し利用ルール

- ▶ 実験台の引き出しは共用備品の収納場所  
で、**個人の利用は禁止**
- ▶ 新しい共用備品の収納場所として利用希  
望の場合、事前に当ユニットに**要相談**

# 退室時

- ▶ 使用工具・椅子・掃除機等の**原状復帰**
- ▶ 使用機器の**電源切り**とコンセント抜き
- ▶ ゴミの**分別廃棄**。下記以外は各自持ち帰りのこと
  - ① 実験系プラスチックごみ
  - ② 生活系プラスチックごみ
  - ③ 燃やすごみ
- ▶ エアコン・電灯の**スイッチオフ**



# **UNIT for Fibers**

## **(Center for Fiber and Textile Science)**

### **Rules for using Room 103, Building 4**

**This is a public laboratory. Please follow the rules to ensure that all users can use the facility comfortably.**

# As Anything Unusual

- ▶ If you notice anything unusual during or after using the equipment, ensure your own safety and **immediately REPORT** it to your supervisor and our unit (fiber@kit.ac.jp).

# After Entering Lab

## CHECK

- ▶ location of emergency exits
- ▶ location of fire extinguishers
- ▶ original condition of equipment and room

# Prohibitions

- ▶ Bringing in unauthorized equipment
- ▶ Taking out parts, fixtures, tools, etc.
- ▶ Eating or drinking other than for hydration
- ▶ Listening to music or watching videos, attending online meetings, or making personal calls

# Equipment Operation

- ▶ Follow the instructions of your supervisor or Unit staff.

- ▶ **Open hours are 9:00-17:00**

For other use, an additional application must be submitted to the Unit by your supervisor.

# Rules for Using Shelves

- ▶ User's name must be clearly indicated on assigned shelf space.
- ▶ Materials and samples only allowed to be stored temporarily. After use, take back to the lab.
- ▶ The shelf space must be inspected and tidied up at least once every six months.

# Rules for Using Drawer Box

- ▶ Laboratory table drawers are used to store shared equipment and are prohibited for personal use.
- ▶ If you wish to use them as storage for new shared equipment, please contact the unit in advance.

# Before Leaving Lab

- ▶ **RETURN** tools, chairs, vacuum cleaners, etc. to their original positions
- ▶ Turn off and unplug equipment
- ▶ Dispose of garbage by classification.
- ▶ Take any unsorted garbage back to your research lab
- ▶ Turn off air conditioners and lights