

Processes related to EPASW L270 lab

The EPASW L270 lab is managed by CBA Computing Services in conjunction with ACCC. Layered processes currently exist at Computing Services towards managing this lab effectively.

Hours of Functioning – FALL 2006

Monday	9:00 AM – 9:00 PM
Tuesday	8:00 AM – 9:00 PM
Wednesday	9:00 AM – 9:00 PM
Thursday	8:00 AM – 9:00 PM
Friday	9:00 AM – 6:00 PM
Closed on weekends & holidays	

Class schedules for this lab are located at :

<http://www-notes.cc.uic.edu/depts/adn/roomres.nsf/ECSWL270?OpenView>

Lab Reservation

This lab can be reserved for instruction. This is done at the department level by department representatives through the ACCC.

To request lab reservations:

1. Fill out the [Lab Reservations request form](#).

This will require that you supply the following information:

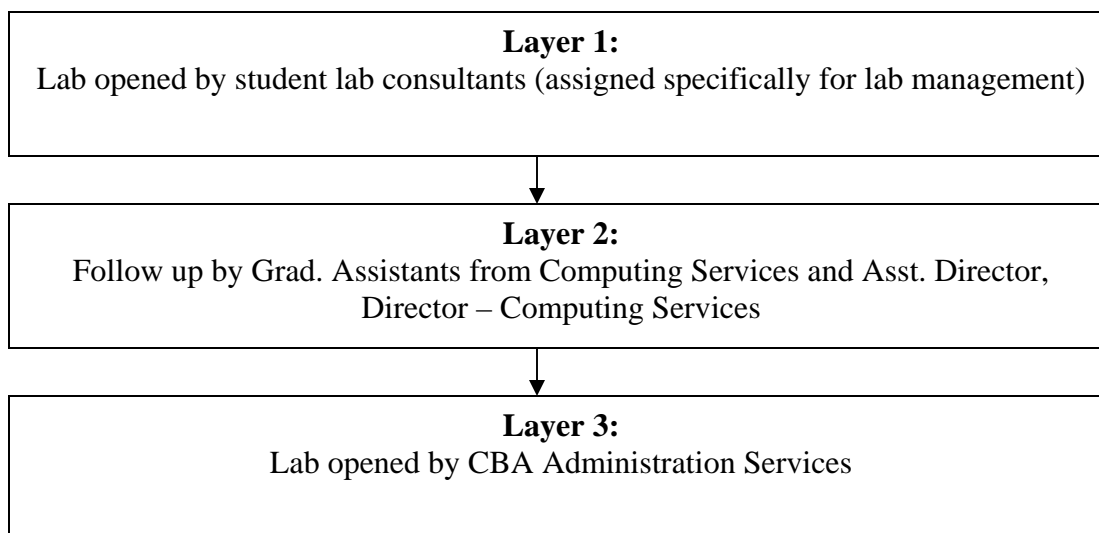
- **Date(s)**
- **Begin time and end time**
- **Duration**
- **Which computer lab** you want reserved.
- **Course number and department**
- **Your name, campus phone number, and UIC email address**
For students and TA's: fill out the form using the faculty/staff member's information. Put your email address in the "additional email address" field.
- **Purpose for using the Lab**
- **Software that you will be using**

2. For reservations made before the semester starts, the requests are put on a waiting list on a first come, first served basis. Confirmations of the reservations are done after the current semester is over.

- If two classes or events conflict (request the same lab at the same date and time), alternate computer labs will first be checked for availability.
 - If no other labs are available, preference is given to sporadic or one-time-only requests over requests to use labs repeatedly for the duration of the semester.
3. After the beginning of an academic term, requests for computer labs should be made at least a week in advance

Process for opening & closing the Lab

A layered procedure exists to ensure the lab is opened and closed at appropriate times.



At layer 1 the student lab consultants report and open the lab at assigned times. This is followed up by Grad. Assistants, Asst. Director, and Director – Computing Services by either phone calls or / and visiting in person as backup. This ensures that the lab opens at the appropriate time. If, in the rare case that the lab is still not opened, CBA Administration Services can open the lab.

For every layer the procedure is as follows:

To Open Lab:

1. Turn both security alarms to “OFF”/vertical position.
2. Turn on the overhead lights in each room.
3. Call UIC Police to inform them you are turning the alarms “OFF.”
 - a. In addition, you will be required to tell the officer:
 - i. Your name
 - ii. The building number **623**.
 - iii. The room number **L270**.

4. Check class schedule (posted on the outside of the lab aid office) to determine if and when you need to power-on the projector during your shift.
5. Check to see if all computers and printers are working properly.
6. Open main lab door (leading into hallway) and use the doorstop to keep it ajar.

To Close Lab:

1. Power-off projector.
2. Roll chairs neatly under the computer tables.
3. Throw away any garbage or paper.
4. Check to see if all computers are logged-off.
5. Fill both printers with paper.
6. Turn both security alarms to “ON”/horizontal position.
7. Call UIC Police to inform them you are turning the alarms “ON.”
 - a. In addition, you will be required to tell the officer:
 - i. Your name
 - ii. The building number **623**.
 - iii. The room number **L270**.
8. Turn off the overhead lights in each room.
9. Replace doorstop behind main lab door (leading to the hallway) and close door behind you.