

Fabrication Facilities Use Agreement

This agreement describes requirements and terms for use of Advanced Manufacturing Branch (AMB) equipment and facilities by personnel from other organizations, which will hereafter be referred to by the term "outside users".

QUALIFICATIONS

Outside users must:

- Be civil servants
- Be knowledgeable of and abide by all applicable safety rules, regulations, and guidelines
- Be proficient in the use of AMB facilities listed in this agreement
- Provide a work request with approved funds to cover costs associated with facilities use

TRAINING

Training for outside users on equipment operation, when necessary:

- Will be limited to refresher, plus overview of controls and functions of new equipment
- Will be provided by the Group Leader, or designee, responsible for the facility
- Will reference equipment operations manuals as well as the Mechanical Systems Center Safety Manual

ACCESSIBILITY

Outside users must:

- Schedule all use of the facility through the responsible Group Leader
- Make arrangements for off-hours access and use in advance
- Track and report usage (in hours) to Group Leader
- Obtain items maintained in the tool crib as well as materials through Group or Team Leaders only
- Maintain a safe, clean work area
- Upon completion of use, perform a final cleanup of facility

COST

Available funds must be verified prior to incurring costs. Charges associated with facilities use are as follows:

- The utilization fee per facility is the current hourly shop rate, with a one hour minimum charge. This fee applies to each outside user, and includes raw materials from stock, and expendable items and hardware from the tool crib. Outside users will bear the cost of special order tools and materials
- An additional fee equivalent to the current shop rate will be assessed for training provided by AMB personnel
- Clip-on toe protectors and disposable safety glasses may be borrowed from the tool crib free of charge. Outside users will bear the cost of special safety equipment
- If outside users' cleanup is inadequate, cleanup by AMB personnel will be charged at the hourly rate for equipment maintenance contractors plus the utilization fee while the facility is unavailable
- Outside users will bear the cost of repairs and downtime for damage due to their negligence

Please list all outside users, as well as the facilities requested for each user, on the back of this page.

Utilization fee: _____/hr. Equipment maintenance contractor rate: _____/hr.

Estimated start date: _____ Estimated end date: _____ Estimated hours: _____

I agree to abide by the above terms and conditions for use of AMB facilities. I also agree that any person working under my direction on the listed facilities shall abide by these terms and conditions.

Requestor: _____ Signature, date: _____

Phone: _____ Code: _____

Requestor's supervisor: _____

AMB approval: _____

IMMEDIATELY * REPORT ACCIDENTS AND DAMAGE TO GROUP LEADER *** IMMEDIATELY**

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