

### **Instrument Room**

The purpose of the Instrument Room, located in the basement of Peavy Hall (PVY 002), is to provide and maintain field equipment for official use by students and faculty. The first priority of use is for regular class work, second is individual class assignments and projects, third is short courses and other extension teaching functions, and last is research not related to course work.

The Instrument Room is administered by the Forest Engineering Department (ext. 7-4952). Equipment is issued and maintained by student employees. The schedule of operating hours is posted on the bulletin board by the Instrument Room door and also published in the Forestry Staff Bulletin at the beginning of the term.

For most classes using this field equipment, instructors can order equipment lockers set up for their class or lab. The procedure for this is as follows:

1. The instructor fills out a locker request slip (available from the Instrument Room) listing: the number of lockers, equipment needed in each locker, and time period lockers are needed. Or the instructor may email the information to: [pvyinroom@for.orst.edu](mailto:pvyinroom@for.orst.edu).
2. At least 3 working days before the equipment is needed, the instructor places the request slip in the equipment return chute. At this time the instructor should also pick up student packets that explain equipment usage and care.
3. Instrument Room staff will set up the lockers and place keys to the lockers on labeled hooks in the key cabinet on the north wall of the I.R. corridor (opposite the door). Access to this cabinet is by a "cabinet master key," which must be checked out by the instructor from the Instrument Room.
4. Before each class or lab where the equipment is used, the instructor or his/her assistant will unlock the key cabinet and issue locker keys to students.
5. One student should be made responsible for each key and associated locker. This designated student should check the equipment in the locker against a list provided in the locker. Any differences between the list and actual equipment should be noted by the student on the "Locker Check Form" provided and have it initialed by the T.A. or the instructor.
6. When the equipment is returned to the locker, any damaged or lost equipment should be noted on the form, and the form signed by the responsible student.

7. Locker keys should be dropped in the return key box next to the door.
8. Instrument Room staff will retrieve keys, check each locker, and replace keys in the key cabinet for the next use.

In addition to the above procedure, faculty and students may check out equipment directly from the I.R. staff **during posted hours**. For all equipment checked out, **a valid university account number is required**.

Fines will be levied for lost or broken equipment, for failure to properly clean (and dry and oil if necessary) or store equipment (e.g. surveyors chains must be properly coiled), and for failure to return equipment (including locker keys) when due. There is a washing station for cleaning muddy equipment just outside the southeast door to the Instrument Room. Rags and oil are provided in the lockers or can be checked out. The minimum cleaning charge for dirty equipment is \$10, and broken equipment is charged at replacement cost.

The Instrument Room is normally not open between terms or during the summer. If equipment is needed when the Instrument Room is closed, please contact the Forest Engineering Department Office (PVY 215). Also, any comments, questions, complaints, or requests for new or additional equipment should be directed to the Instrument Room or to the Forest Engineering Department. Adequate advance time should be allowed for obtaining equipment.

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