

QREC STUDIO USE REQUEST

Date (mm/dd/yyyy): / /

To the Director General of the Robert T. Huang Entrepreneurship Center:

I would like to request permission to use the QREC studio in accordance with the QREC Studio Usage Guideline

This use request can only be used in the month of submission. (Monthly renew is required)

Applicant name			
Student ID number		Telephone no.	
Project name	<p style="text-align: center;">Idea Battle / Challenge & Creation / Academic Challenge</p> Premium member [] / Others []		
Equipment for use	*Please refer to next page		

Please approve my request as detailed above. We will abide by the rules stipulated below during use.

1. We will abide by the rules governing use of the QREC Studio, operating rules, and safety management requirements.
2. We will take care to not break, contaminate, or lose equipment. If an incident does occur, we will report equipment breakage or problems immediately.
3. We will not be noisy, run around, or otherwise conduct ourselves in a manner that will inconvenience others.
4. Drinking of alcoholic beverages and smoking are not permitted in the Studio nor inside the building. Eating food is prohibited in the Studio. Only plastic-bottled beverages are permitted.
5. After use, all chairs, desks, equipment, tools, fixtures, etc. are to be returned to their designated locations. Windows and doors must be checked that they are locked (based on the checklist).
6. We will obey all additional instructions from the administrator.

QREC receipt seal

X
 Applicant signature

USE TIME ENTRY/EXIT CHECK SHEET

(For the month of _____)

Entry (mm/dd, hh:mm)	Exit (mm/dd hh:mm)	Used equipment	Used consumables	Temperature	QREC check
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
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/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	
/ , :	/ , :			°C	

List of used equipment (Circle equipment you would like to use)

STUDIO 1 (Digital)	
CNC mill (BT200) CNC mill (SR420) Laser machine (HAJIME) Laser machine (Trotec) 3D printer (AFINIA H800) 3D printer (AFINIA H400) Cutting machine (large) Cutting machine (compact) Computer sewing machine Compressor	

STUDIO 2 (Woodwork)	
Benchtop mill Surface plate Benchtop bandsaw Belt sander Bench grinder Scroll saw Rotary bandsaw Table saw Woodworking tools	