

University of Wisconsin-LaCrosse  
Occupational Therapy Program  
Laboratory Maintenance and Use Guidelines

1. Backpacks, extra books, coats, etc. should be stored during class in shelves or in a specific area in the room that is designated for that purpose by the instructor.
2. Individual instructors will determine guidelines concerning beverage and food. If beverages are consumed in classrooms or labs they must have a lid. Students are expected to dispose of trash and to clean up any spills immediately.
3. Think safety first. Students are expected to report any injuries to the lab instructor promptly. First aid and blood borne pathogen kits are available in each lab when needed.
4. Use proper hand washing techniques in labs before and after laboratory activities such as cooking, practice of handling techniques, transfers, splinting, etc.
5. Equipment provided in the labs is costly. Prior to using modality equipment independently students must demonstrate competency. Once competency has been established by the instructor, students may use equipment independently to gain expertise.
6. Report any broken or damaged equipment to the instructor immediately.
7. At the end of each lab session, return lab equipment to the designated storage space. Labs should be left clean and orderly and ready for the next lab session of the day. Students will be responsible to wash mats and tables periodically as designated by lab instructor.
8. All used linen will be placed in a designated soiled linen hamper. Change bags when hamper is full. Store clean linens in the designated storage area.
9. Equipment cannot be removed from labs unless it has been signed out in advance by a lab instructor.
10. Furniture in the room may be arranged as needed for study purposes, however the furniture must be returned to original position when the study session is completed.
11. Wheelchairs are available for practice purposes in labs for or specific assignments. Do not use wheelchairs as furniture or for other non-lab related activities. See additional rules about wheelchair use on wheelchair policy.
12. When finished using the computer in the assessment laboratory, make sure you have shut it down completely. This includes shutting down the computer, monitor and printer.
13. Do not enter labs if there is another class in session. Refer to the schedule outside each classroom for class schedules.