

University of Wisconsin-LaCrosse
Occupational Therapy Program

Laboratory Maintenance and Use Guidelines

The Occupational Therapy Program shares the laboratory space on the 4th floor with the Western Technical College Occupational Therapy Assistant Program. We are very fortunate to have up-to-date laboratories and equipment to use in our program. Students are held responsible to use the equipment properly and safely and to clean up after themselves. The following resources are available for your use:

ADL Model Apartment

The model apartment is a learning laboratory and may not be used for watching TV, movies, having a snack, storing and heating up your lunch, doing a load of laundry, etc. Since this room is used by other programs in the building, you are expected to be respectful of other people in the room. It may be scheduled for small group work and practice of ADL evaluation and intervention skills. Physical Dysfunction, Pediatrics, Assistive Technology, and Treatment Skills Laboratories. These laboratories may be scheduled during business hours (when not used for classes) for additional practice of ADL evaluation and intervention skills.

Physical Dysfunction, Pediatrics, Assistive Technology, and Treatment Skills Laboratories.

These laboratories may be scheduled during business hours (when not used for classes) for additional practice of skills. They may also be used after regular business hours and the weekends.

Specific policies for Lab Use

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. Only painter's tape (blue) may be used to tape anything to the walls. Remove immediately at the end of the class session.
7. Report any broken or damaged equipment to the instructor immediately.

8. 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.
9. 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.
10. Equipment cannot be removed from labs unless it has been signed out in advance by a lab instructor.
11. 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.
12. 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.
13. 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.
14. Do not enter labs if there is another class in session. Refer to the schedule outside each classroom for class schedules.