



## **A&A RSO Facilities Request: Eligibility & Timelines**

Potential access to A&A fabrication facilities is extremely limited. However, the A&A Department recognizes and supports the important educational and professional opportunities presented by extracurricular design-build activities. The department also recognizes that many such activities are impacted by deadlines from major national or international competitions.

If a design-build RSO has a unique fabrication need – and all of the following criteria are met – the club may submit a request for limited use of department fabrication facilities.

### Club Operations Criteria

- The club must be a fully registered UW RSO.
- The club must be formally affiliated with the A&A Department.
- The club must have a complete and thorough set of standard operating procedures (SOPs) to ensure personal safety, safe handling of materials/equipment, and protection against property damage.
- The club must have a current COVID-19 prevention plan on record with the College of Engineering. For guidance, contact [engineeringuw@uw.edu](mailto:engineeringuw@uw.edu).

### Competition & Design Criteria

- The club must be currently registered for a major competition.
  - Where applicable, the club must have successfully passed all elimination rounds of the current competition (must be active competitors per official rules).
- The club must be prepared to present a complete design that would satisfy a thorough engineering Manufacturing Readiness Review (MRR)

### Work Criteria

- The proposed work must be critical to the club's participation in the current competition.
- The proposed work must be endorsed by the club's technical advisor as critical and non-optional for a viable, competitive design.
- The proposed work must be limited to only what is essential – minimum time and personnel necessary to safely complete the proposed task.

### Facilities Criteria

- The requested A&A facility must be the only space where the proposed work can be safely completed.

If all the above criteria are met, the club may request special, limited use of an A&A fabrication facility. Requests will be reviewed by the cognizant faculty leadership and staff. A final decision will be made based on the department's ability to allocate the time, personnel, equipment, materials, and/or space necessary to complete the proposed work safely.

The department aims to respond to requests in 5-7 business days. The department may require revisions to SOPs (including COVID-19 Prevention Plans) or other information/clarifications before reaching a final decision. Final decisions will be delivered via email to the RSO contact on the request and cc'd to:

- RSO student executive officer(s)
- RSO faculty advisor
- Department Chair
- Department Administrator
- Department Director of Academic Services
- Department Facilities Manager
- Department Labs Manager
- CoE Associate Dean's Office (engineeringuw@uw.edu)

If a team expects to have multiple fabrication facilities requests during Winter and Spring 2021, you are strongly encouraged to bundle all work proposals into a single request.

Requests will be accepted on an on-going basis. However, RSOs are strongly cautioned that requests received after 15 April 2021 (and/or proposals that include work during 1 May – 15 June 2021) are unlikely to be approved.

**RSOs are urged to prepare and maintain alternative plans in the event the A&A department cannot approve a facilities request.**

## **A&A RSO Facilities Request: Materials & Submission**

RSOs who wish to request use of an A&A space for limited fabrication purposes, should prepare a request proposal that thoroughly addresses all of the following items. Proposals, including supporting documents, must be submitted electronically as a single PDF via this Google form. Please be aware that the department may require additions or revisions to SOPs (including COVID-19 Prevention Plans) or other information/clarification before reaching a final decision.

### **GOOGLE FORM:**

<https://forms.gle/j78Fqkdcb8a1qTsL6>

#### Club Information

- RSO Name
- RSO Student Executive Officers (Name & UW Email), minimum of two (2)
- RSO Student Contact for this request (Name & UW Email)
- RSO Faculty/Technical Advisor (Name & UW Email)
- Complete copy of the club's safety SOPs
- Complete copy of the club's current, CoE-acknowledged COVID-19 Prevention Plan

#### Competition & Design Information

- Name of Current Competition
- Competition Website
- Brief summary of the club's design as well as the outcomes of all completed design reviews (Systems Requirements Review, Preliminary Design, Manufacturing Readiness, etc.)

#### Scope of Work & Justification

- Description of the work proposed
- Specific A&A Facility Requested
- Total Time Requested
- Specific Dates & Times Requested
- Equipment and materials to be used (clarify whether equipment/materials are department owned or club owned).
- RSO members to be present (Name, UW Email, and Role/Responsibility), maximum of 5
- How will the advisor ensure that all work is completed safely and within the COVID-19 Prevention plan?
- Justification for why this location is the only possible space to complete the work. Must include details for other locations considered and why those locations cannot be used.
- Written support from faculty technical advisor confirming that the scope of work is accurate and the work itself is essential for a viable, competitive design.