Mechanical Engineering Fabrication Labs

Laser Lab – Black Engineering Bldg.

**Laser Job Request**

1. Complete this form and upload drawing and/or part files. Please print completed job request form and print copies of drawing and/or part files.
2. Have your Instructor, TA or Advisor sign your job request.
3. Submit your job request at 1043 Black Engineering Bldg, right outside Lab Supervisor’s Office.

|  |  |
| --- | --- |
| Name: | Date Submitted: |
| Email: | Need by date: |
| Phone #: | Project name: |
| Department: |  |
| Course: | Club: |
| Section and Team Name: |  |

Upload your drawing and/or part files to appropriate folder on: \\orgfiles.iastate.edu\engr$\Teams\Groups\boyd (My Computer > Tools > Map Network Drive*). Name folder/file using course or club\_section and/team\_project name.*

Please write folder/file name you created:

Project material:

Do you have rough stock?  Yes  No Rough stock dimensions:      Label your rough stock material with Sharpie and/or masking tape

Finished quantity:

Estimated time to complete:

Description of work to be completed (be specific and **use tolerances** on all drawings or we’ll assume close is good enough!)

**\*Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\* (Instructor, TA or project advisor)**

Lab Supervisor Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You will be emailed upon completion of your job request. Retrieve your project in the “Completed Projects” cubbie under the counter in 1260 Hoover**

**Please email or call Sandy Bremer if you have any questions or need assistance** [**sbremer@iastate.edu**](mailto:sbremer@iastate.edu) **or (515) 294-1715**

Date/Time: Technician Name: Notes & Comments:

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