

Appendix C-6 Professional laboratories

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Laboratories

To ensure the normal and efficient conduct of undergraduate teaching experiments, the college has established a comprehensive laboratory teaching management system in accordance with the school's rules and regulations. The related management system documents can be found in Appendix C-5, and the Laboratory Center Director is responsible for organizing, implementing, and inspecting the execution.

(1)Management Organization

The School of Art and Design's Design Practice (Experiment) Center was established in 1998, originally as the Central Laboratory of the School of Art and Design. It serves as an important platform for implementing the school's educational concept of "integrating art and industry, and integrating production and education," providing all teachers and students with opportunities for free creation, independent practice, and practical application of materials, structures, and functions. The laboratory center is jointly managed by the school and the college. The school provides guidance on asset and safety management of the laboratory center through the Laboratory Asset Management Office and the Security Office, while also offering policy support, position evaluation, project approval, and construction funding. The college is responsible for the allocation and use of space and assets in the laboratory center, as well as performance evaluations. The laboratory center is mainly responsible for the daily management and maintenance of laboratories and equipment. The laboratory center operates under the leadership of a director, who is responsible for overall coordination, academic guidance, experimental teaching and construction, laboratory management, and internal and external services.

(2)Responsibilities

The college has established the "School of Art and Design Laboratory Personnel Management Measures" to strengthen laboratory construction and management, enhance the construction of the laboratory team, improve the quality of experimental teaching and research, and ensure that the laboratory center is managed at four levels: the school's Laboratory Asset Management Office, the college's Deputy Dean in charge of the laboratory, the Director and Deputy Director of the laboratory center, and the laboratory administrator. This hierarchical management system ensures the normal conduct of experimental teaching. Through scientific management, collaboration, and active completion of tasks, the quality of experimental teaching, research, and management is continuously improved.

(3) Safety Management

The school has established the "School of Art and Design Laboratory Safety Regulations" and the "School of Art and Design Laboratory Student Use Code" to strengthen student safety education and practice in the laboratory, ensuring the normal conduct of experimental work. In addition to posting rules and regulations such as student code of conduct and laboratory safety rules in the laboratory, students are given necessary safety reminders to ensure safe operation. Before students enter relevant laboratories, they must undergo safety education, understand the relevant regulations for laboratory safety operations, sign a safety responsibility agreement, complete laboratory safety education training and exams. Those who fail the safety test are not allowed to enter the relevant laboratory. The Security Office of the school and the college safety officers conduct various forms of safety training with the goal of enhancing student safety awareness. Training includes watching safety education videos, conducting fire safety questionnaires, learning how to use fire extinguishers on-site, and more. All teachers and students participate in fire safety drills twice a year in the laboratory building to ensure preparedness.

The school refers to the school's regulations, including the "Shanghai University of Engineering Science Fire Safety Management Measures," "Shanghai University of Engineering Science Student Emergency Response Plan," "Shanghai University of Engineering Science Laboratory Safety Admission Regulations," "School of Art and Design Laboratory (Research Room) Hygiene Management System," and "School of Art and Design Laboratory Student Use Code." It closely cooperates with the Security Office and the Asset and Laboratory Management Office, participating in an annual safety discussion meeting, which covers safety work practices, good laboratory norms, personal protective equipment, safety equipment, electrical safety, chemical safety, waste disposal, emergency evacuation procedures, and submits a safety self-inspection report to the school.

(4)Equipment Management

The laboratory places great importance on the management of instruments, equipment, and devices. Following the "Higher Education Instrument and Equipment Management Measures" and the "Shanghai University of Engineering Science Large Precision Instrument and Equipment Management Measures," the laboratory aims to improve the efficiency of instrument and equipment use, extend the life of instruments and equipment, save material consumption, prevent damage, loss, accumulation, and waste, and ensure the orderly progress of professional experimental teaching and scientific research. All equipment manuals and technical data are strictly included in the instrument and equipment ledger at the time of entry, with clear identification of the purchaser and custodian. The daily maintenance of equipment is carried out by laboratory custodians, while the purchaser and users are responsible for the use and maintenance during teaching. Custodians are responsible for coordination. Special equipment is stored and maintained

separately in specialized laboratories, with regular maintenance, calibration, and accuracy checks. For instruments and equipment purchased with key discipline funds that are precious, rare, or strict, specific purchasers, specific storage rooms, and specific custodians are designated upon entry. Personnel with operational experience are assigned by the laboratory to manage these devices, responsible for establishing equipment ledgers and records.

(5)Equipment Maintenance and Borrowing

The college has established the "School of Art and Design Laboratory Instrument and Equipment Open Sharing Management Measures." The daily maintenance of experimental equipment is carried out by the custodians, who report the condition of the equipment once per semester. In case of equipment damage or malfunction, the custodian must promptly report the situation within a week, investigate the cause, and report for repairs. Each repair should be recorded in the maintenance log and documented in the equipment file. Equipment lending should be approved by relevant authorities without hindering normal teaching and research activities. Upon return, the custodian should inspect the equipment promptly. If any damage is found, the borrower is responsible for compensation. A borrowing and return log should record the dates, and proper account closure should be done upon return.

(6)Subject-specific Laboratory

In terms of laboratory construction, the Industrial Design Programme, as a key program in the college, has received strong support from the school and the college. Leveraging existing resources, the college has equipped 17 specialized laboratories totaling 1,430.5 square meters, including six specialized laboratories totaling 825.56 square meters. These include Material and Process Labs (3), Intelligent Sustainable Packaging Design Sino-UK Joint Lab, Product & Information Interaction Design Studio, Intelligent Product Design Lab, Urban Innovation and Construction Design Lab, and Handmade Creation Lab. With hundreds of various types of experimental teaching equipment, the college ensures that students have sufficient infrastructure to meet graduation requirements. There is a sound management, maintenance, and updating mechanism in place, allowing students convenient access to equipment. Dedicated laboratory management personnel ensure that experimental teaching meets the required standards. Please refer to **Table 1 and 2** for a list of the main laboratories.

Table 1 Professional laboratory

Number	Lab code	Name	Responsible person	Area (m ²)
1	Art A515-517	Uk-china Joint Laboratory for Intelligent Sustainable Packaging Design	Zheng Chao	91.74
2	Shixun 5225		Zheng Chao	183.6
3	Yi A401-403	Urban Innovation and Construction Design Lab	Li Qianhui	110.00
4		Research on intelligent product design		
5		Handiwork Laboratory		
6	Art A503-505	Research and Development Laboratory of Vehicle Modeling (1)	Zheng Chao	90.00
7	Yi C516-518	Research and Development Laboratory of Vehicle Modeling (2)	Zheng Chao	140.00
8	Yi C315-316	Design Systems Management Lab	Li Qianhui	83.52
9	Yee A502-508	Product & Information Interaction Design Studio	Zheng Chao	136.08
10	Yi C313-314	Exhibition Space Design Laboratory	Dai Haiwen	83.52
11	Yi C519	Urban and rural human Settlement Environment Research Office	Dai Haiwen	83.52
12	Art A414	Brand Culture and Visual Symbols Lab	Sun Xinping	95.00

13	Yi A418			95.00
14	Art A511-513			90.15
15	Art C317-318	Urban Image Archive Creation and Restoration Design Laboratory	Wang Weili	83.52
16	Yi C319			42.74
17	Art A500	Department of Design History	Zheng Chao	18.00





Table 2 Teaching Lab



Teaching Lab				
Number	Lab code	Name	Responsible person	Area (m ²)
1	Engineering Practical Training Center	Metalworking Practice Lab/ CNC machine tool Lab/ 3D Printing Lab/ Electrical training Lab/ Laboratory of mechanics	Pei Gu	
2	Art C103-104	Materials & Craft Studio (1)	Dai Haven	83.52
3	Art C105-106	Materials & Craft Studio (2)	Dai Haven	83.52
4	Art C107-108	Materials & Craft Studio (3)	Dai Haven	83.52
5	Teaching C ground floor	Timber Workshop	Li Qian Hui	130
6	Teaching C Ground floor	Dye Workshop	Li Qian Hui	70
7	Teaching C Ground floor	Porcelain Workshop	Li Qian Hui	70
8	Teaching C and F channels	Glassworks	Li Qian Hui	50.00
9	Yee A501	3D Additive Lab	Zheng Chao	25.00
10	Yi A101-103	Photographic darkroom	Zhu Xiang	370.44
11	Yi A102-104	Studio (1)	Zhu Xiang	102.06
12	Yi A106-108	Studio (II)	Zhu Xiang	102.06
13	Yi D101-103	Big Studio	Zhu Xiang	194.44
14	Yi C312	Digital Audio Studio	Wang Weili	15.03
15	Yi C407-408	Digital Imaging Lab	Zhu Xiang	83.52
16	Yi C501-502	Design Lab (1)	Wang Weili	83.52

17	Yi C503-504	Studio (2)	Wang Weili	83.52
18	Yi C505-506	Studio (3)	Wang Weili	83.52
19	Art C507-508	Studio (IV)	Wang Weili	83.52
20	Yi C510-511	Wisdom Studio	Wang Weili	83.52
21	Yi C513-515	Studio (6)	Wang Weili	83.52

Shanghai University of Engineering Technology


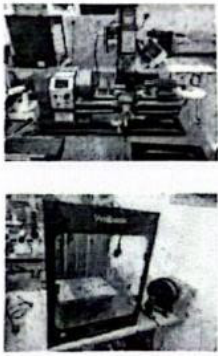
laboratory safety hazard rectification record sheet

Visit the college		School of Art and Design			
testing time		January 2, 2024			
testing department		Office of Assets and Laboratory Management			
checking point		Room A511			
hidden danger	1. There is no safety warning line in the equipment placement area		12.1.4	 	
	2. There is no operating procedure or precautions for the equipment		12.1.2	 	



<div>remediation action</div>	<div><div>Know and change.</div><div>A warning line has been indicated;</div><div>The operation procedures and precautions have been posted.</div><div></div><div></div></div>
<div>Responsible person for laboratory safety: Sun Xinping</div> <div>live--</div>	<div>Date: April 20,2024</div>

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laboratory safety hazard rectification record sheet

Visit the college	School of Art and Design			
testing time	January 2, 2024			
testing department	Office of Assets and Laboratory Management			
checking point	Room A515			
hidden danger	1. The power supply of the equipment is not cut off (the equipment is not in a stopped state)	When the electric appliance is not used for a long time, the power should be cut off	8.1.1	
	2. There is no operating procedure or precautions for use	Instructions and plans are posted or easily accessible, and laboratory personnel are familiar with the risks involved. Emergency treatment measures, conduct experiments according to the instructions	9.4.1	

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remediation action	<p>Rectification plan:</p> <p>Know and change.</p> <p>Power has been cut off and a stop sign has been posted. The procedure and precautions have been posted.</p> <div data-bbox="288 763 798 1133">  </div> <div data-bbox="1010 851 1369 1108">  </div>
Responsible person for laboratory safety: Sun Xinping	Date: 24.4.20