



Faculty of Architecture and Planning,
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STANDARD OPERATING PROCEDURE (SOP) **FOR THE USAGE OF MATERIAL MUSEUM LAB**

The purpose of this SOP is to outline the standard procedures for the operation, maintenance, and utilization of the Material Museum Laboratory. This lab serves as a resource centre for storing, displaying, and studying various architectural construction and materials.

1. Scope

This SOP applies to all faculty, staff, and students who utilize the Material Museum Lab for academic, research, or exhibition purposes.

2. Responsibilities

- **Lab In-Charge:** Overall management, documentation of materials and maintenance.
- **Users (Faculty/Students):** Follow lab protocols, maintain cleanliness, and handle materials with care.

3. Safety Guidelines

- No food or drink allowed in the lab.
- Maintain clean and clutter-free display and work areas.
- Report any damage or missing items immediately to the lab in-charge.

4. Procedure

4.1 Entry and Access

- Students can access material museum on the recommendation of subject teacher.

4.2 Material Handling & Usage

- Do not remove any material from the lab without written permission from the lab in-charge. Use appropriate labelling for new samples.
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- Users are responsible for the proper use and care of the material during the borrowing period. Displayed Materials should only be used for academic or professional purposes within the scope of the institution's guidelines. Any damages must be reported to lab staff immediately.

4.3 Display and Catalogue

Materials should be displayed only related to architectural construction and material.

4.4 Adding New Samples

Submit new material samples to the lab in-charge for review.

4.5 Maintenance

Conduct monthly cleaning of shelves, displays, and stored materials. Verify inventory quarterly.

5. Incident Reporting:

5.1 Safety Incidents:

Students must report safety incidents or damaging of material immediately to lab coordinator or faculty. Investigation conducted, and corrective actions implemented to prevent recurrence.

5.2 Damage or Loss:

Students financially liable for damage or loss of displayed materials due to negligence or misuse.

6. Emergency Procedures

In case of fire, evacuate immediately and follow the institution's emergency protocol. Report accidents or injuries to the lab supervisor and health & safety officer.

7. Review and Update

This SOP is to be reviewed annually or as needed when there are significant changes to lab procedures or equipment.

