

Whilst we are required to provide you with the facilities and resources to practice and to complete your assessments, we are also required to ensure that there is no harm to your person or to the equipment in the studios.

In order to make use of any of the MAT Studios, you are required to participate in the three induction sessions and sign this form.

Failure to do so will result in your being unable to work in, or book, any of the MAT facilities.

Please tick 'YES' to each of the following statements to show your agreement:

Health and Safety			
1	I understand that access permissions are granted to my person only.	YES	NO
2	I will not lend my card to any other person.	YES	NO
3	I will not use my card or access rights on behalf of anyone else.	YES	NO
4	I will report the loss of my card to Security immediately.	YES	NO
5	I will report strangers who attempt to 'tailgate' when I enter or leave secured spaces.	YES	NO
6	I will report anyone attempting to gain access or acting suspicious near or in MAT areas to a member of staff or Security as soon as possible.	YES	NO
7	Labs, studios and performance spaces are only for coursework, coursework-related work or for the broader benefit of the University (in which case DMU has to be credited).	YES	NO
8	I understand how the fire warning system works.	YES	NO
9	I know what to do in case of a fire, how to escape and where to collect in the event of an emergency.	YES	NO
10	Disabilities and Special Needs If you have a disability or special need affecting your safety e.g. hearing, visual impairment or poor mobility, have any special safety precautions been explained relating to your work or escape procedures	YES	NO
11	Have you been made aware of the hazard of falling and tripping due to equipment and props being placed in various locations?	YES	NO
12	Has the location of first aid facilities been shown?	YES	NO

The opening times of buildings with MAT facilities can be found on the MAT webpage (mat.dmu.ac.uk) under Facilities -> Access.

Visitors Access Permissions			
1	All guest musicians must be listed in the description box of the respective booking.	YES	NO
2	If the booking is out of normal office hours, every guest must also be registered at the Security desk on the day.	YES	NO

More information can be found on the MAT webpage (mat.dmu.ac.uk) under Facilities -> Access.

DMU Studio Etiquette

The following instructions are designed to encourage professional industry practice and prevent damage to the equipment. In order to use these facilities you **must adhere** to the following procedures:

General Guidelines			
1	The consumption of food or drinks in any studio or Music Technology room is strictly prohibited.	YES	NO
2	Smoking is strictly prohibited.	YES	NO
3	Please do NOT attempt to rewire any cables or equipment or move any studio equipment.	YES	NO
4	All MAT computers are running DeepFreeze and all data is irreversibly lost upon restart. There are data drives for your convenience which you can use to save your work to. However, it is your own responsibility to back up your work and retain copies of your coursework in all MAT spaces. Please be aware that data drives are accessible to any student working on the computer.	YES	NO
5	Please throw used earplugs and their packaging into the provided bins.	YES	NO

At the start of your session...			
1	Restart Mac OS to initialise.	YES	NO
2	Launch your software and create a new project/session on the DATA drive only. <i>(Work saved anywhere other than the data drive will be deleted upon reboot)</i>	YES	NO
3	Confirm phantom power is off for all mixer channels before plugging in any microphones.	YES	NO

At the end of your session...			
A) Reset the Control room for the next user:			

1	Confirm phantom power is switched off for all mixer channels and set mic preamp gains to zero..	YES	NO
2	Turn volume down to zero on all headphone amp outputs.	YES	NO
3	Locate the control room monitor section on the desk and mute / turn off volume.	YES	NO
4	Remove any patch cables used and hang them back on pegs.	YES	NO
5	Restart Mac OS to initialise.	YES	NO
6	Remove any waste paper or rubbish of any kind and place in bins provided in corridor.	YES	NO
7	Ensure the Studio door is fully closed on your way out to prevent unauthorized access.	YES	NO

At the end of your session...			
B) Reset the Live room for the next user:			
1	Place valve amps in standby and then power off (allowing 10 mins to cool before moving).	YES	NO
2	Coil all mic cables, mains cables/extensions appropriately and return them to the cable storage.	YES	NO
3	Coil all studio headphones appropriately and leave them on the shelf of the control room window.	YES	NO
4	Remove all mic clips from mic stands and return them to the microphone cabinet.	YES	NO
5	Ensure all microphones/DI boxes/pop shields are returned to the mic cabinet as well.	YES	NO
6	Pack away all microphone stands appropriately and place them in the microphone stand rack.	YES	NO
7	Pack down all large counter weight microphone stands and place them to the side of the studio.	YES	NO
8	Return all guitar stands to the side of the microphone stand rack.	YES	NO
9	Return all sound isolation screens to the side of the room, interlocked if possible.	YES	NO
10	Unplug all amps from mains and return them to the side of the room.	YES	NO
11	Set up drum kit (or put back) on riser and return any extra parts to the side of the room.	YES	NO
12	Pack down any other equipment and return it to the side of the room.	YES	NO
13	LOCK the microphone cabinet. Check it is locked, then check it again!	YES	NO
14	Remove any waste paper or rubbish of any kind and place in bins provided in corridor.	YES	NO
15	Ensure the Studio door is fully closed on your way out to prevent unauthorized access.	YES	NO

Please always report any damage, malfunction or missing equipment to audiotech@dmu.ac.uk

More information can be found on the MAT webpage (mat.dmu.ac.uk) under

- Facilities -> Access
- Facilities -> Overview
- Facilities -> Studio Usage Guidelines

I understand that my access to MAT facilities can be revoked if I breach the above outlined guidelines.

Student Name/Signature: _____ Start Date: _____

NUS Number (P Number): _____

NOW PLEASE RETURN THIS FORM TO MEMBER OF STAFF.

STAFF ONLY			
25.	Have all the points above been pointed out to the students?	YES	NO

Academics Signatures: _____ Date: _____