



EQUIPMENT HANDLING AND CONDUCT FORM

KVA employs a variety of specialized equipment in its day-to-day support of learning. Much of this equipment requires special handling and treatment. Please review this form and understand that while students have access to this variety of equipment, all of it has appropriate handling and use, as outlined below:

Music Equipment

Musical instruments should only be handled by experienced players, or handled under the supervision of experienced players. Brass, woodwind, strings and percussion instruments are all subject to physical damage if handled incorrectly. In addition, none of these instruments should be "forced" in any way (to use, assemble or disassemble). The piano, electronic equipment, PA Gear (Mixer, Speakers, cables and patch cords) are all susceptible to water damage so please do not consume food or drink near them. In addition, when using the PA gear, always make sure that all volume and gain knobs are turned down to 0 when you turn them on and shut them off. In all cases, if you are not sure, please ask someone who knows.

Science Equipment

Any access to and use of science lab equipment must be supervised by Dr. Taylor.

Art/ScreenPrinting Equipment

Art supplies should be cleaned thoroughly and replaced when finished with. In addition, always clean up your workspace after using art supplies. The screenprinting press, screens, and heat ray are specialized equipment that require training to use. Please do not use any of this equipment before you have completed this training.

Math and Computer Equipment

Calculators and Laptops are daily-use items that require care. Calculators are computers, subject to damage if they get wet or are dropped. Computers are susceptible to viruses and hacking. All of KVA's computers have virus protection but accessing sketchy websites is not a good practice. Please use KVA computers for education-only activities. If a problem arises with a laptop, please save your work to Google Drive and bring the device to Dr. MacDonald. Projectors, Routers and Extenders, Smart Boards, etc are items that should not be used unless you have been trained on how to use them.

Office Equipment

The Photocopier, Paper Cutter, staplers, hole punches, tape dispensers, etc... should all be operated with care. The photocopier is a complicated machine that sometimes malfunctions. In general the photocopier will help you solve any problem, but if you are uncomfortable with following these instructions, please ask a staff member of KVA to help you resolve the problem. The paper cutter is designed for safety. It is near impossible to put a body part under the cutter, but please do not try. In addition, the paper cutter is rated for 30 pieces of paper at a time. Cutting paper in smaller stacks will help it last longer, so please keep this in mind when using it.

Kitchen Equipment

The microwave, toaster oven, coffee maker and other kitchen appliances use electricity and produce heat. Please be careful and assume they may be hot when you touch them. In addition, using too many appliances at one time may trip the breaker, effectively shutting them all down. If this happens please ask a KVA staff member to rectify the situation.

Last year there was a minor problem with repeated dirty dishes/cups left on the counter. If you use dishes/cups/cutlery, please make sure it is washed thoroughly for the next person. If you make a mess or leave crumbs or food on the counter or in the microwave, please clean it up for the next person. The rule of thumb is "the kitchen should be cleaner when you are done than when you started."

Washroom Equipment

The toilet and sink are made of porcelain and subject to damage if impacted with a hard object. Please refrain from hitting these fixtures. The paper towel and toilet paper dispensers sometimes become empty. If you experience this, there are usually extra toilet paper and paper towel rolls in the cabinets under the sinks. In addition, please tell a staff member if there is no toilet paper or paper towels left so that the next person will be equipped.

Facilities

Please put garbage in the appropriate receptacle. NSCAD (KVA's landlord) collects garbage/waste, paper/cardboard, as well as clean plastic/glass/etc separately. KVA this year will have separate receptacles for each of these forms of waste. Please make sure to put all waste in the appropriate receptacle.

We have read about the appropriate use of equipment at KVA and agree to handle and treat KVA's equipment and facilities in a manner that keeps all students safe and prevents, or drastically reduces the chance of, damage through misuse and neglect.

Student's signature: _____

date: _____

Parent/legal guardian signature: _____

date: _____

Parent/legal guardian signature: _____

date: _____