This policy provides guidelines for the use of the Discovery Learning Laboratory while   serving the needs of the Marquette University engineering faculty members and students.

The purpose of this policy is to delineate the DLL priorities when working on submitted work orders to the DLL's shop.
Responsibility   for enforcing this policy is delegated to the Operations Engineer by the COE Director of Operations and may be modified by the Director using a written request to the Director. This request will include the project name and function. It shall include a specific reason for dispensing with the Work Order Policy.

It is the responsibility of the Operations Engineer to schedule operations within the Work Order Priority policy. To ensure that shop resources are utilized in a fair and transparent manner, the Operations Engineer shall maintain a system which allows regular inspection by staff to ensure that this policy is followed.

Work Order Priority

1. Educational Support
        DLL Shop Supervision
        DLL Training
        Classroom and Class Lab Support

2. Funded Research
        Design/Build Support for Faculty Projects
        Support for Faculty Experiments

3. Un Funded Research
        Support as time permits

Special Duties as Assigned
        Monitor and Support SAE/Welding Labs
        Materials locating and acquisition
        Truck/Trailer regulation and maintenance
        Emergency Maintenance of COE items