AEV LAB MANAGEMENT ROLES

ROLLS & RESPONSIBILITIES

BATTERY MANAGER

Expectations & Responsibilities:

- Arrives 5 minutes before lab and checks for fully charged batteries
  - If there are none, begin charging batteries.
  - If there is a class set, add uncharged batteries to chargers.
- Check-in batteries to students
- Check periodically (20 minutes or so) during lab and remove fully charge batteries
  - Begin charging used batteries
  - Check voltage on batteries that have been sitting on the charger since the beginning of the lab period
    - If the voltage is close to 7.4 volts, then the battery is completely charged.
- Repeat previous steps until the end of lab
- Before leaving, remove fully charge batteries and add uncharged batteries.
- If applicable, discuss with previous battery manager about the amount of charged batteries remaining.

TOOl MANAGER

Expectations & Responsibilities:

- Arrives 5 minutes before lab and checks that all tools are present in tool kit
  - If tools are missing, talk to previous tool manager to locate tools.
- Check periodically (20 minutes or so) during lab that all tools are accounted for.
  - If a tool was removed from kit, locate tool and place tool back in kit.
- Repeats previous steps until the end of lab
- Before leaving, place all tools back in the tool kit.
- Ensure that tools are only used at the desks with seat assignments 00 and 73.

If applicable, discuss with previous tool manager about the status of tools. Any major issues/failures should be reported as soon as possible to the Lab Supervisors.