

Instructions for external craftsmen/technicians



DTU Danchip
Oersted Plads
Building 347
DK-2800 Kgs. Lyngby
Tel.: +45 4525 5743
www.danchip.dtu.dk

DTU Danchip
National Center for Micro- and Nanofabrication

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Instructions for external craftsmen/technicians



The applicant

The person at DTU Danchip who requested the external service.

Responsibility of the applicant

- It is the responsibility of the applicant that this folder is delivered and read/understood.
- The applicant must conduct reasonable surveillance of the work, and ensure that it is performed in accordance with the applicable rules of DTU Danchip.
- External craftsmen / technicians are not "at home" in the DTU Danchip cleanroom and should generally be accompanied by the applicant.
- The video "Instruks for eksterne håndværkere" is shown.
The access agreement "Adgangsftale til DTU Danchip's renrum/bygning 346 for eksterne håndværkere og teknikere" is signed.

General requirements for work performed by external craftsmen

DTU Danchip seeks a high level of safety concerning the working environment, including fire safety. DTU Danchip therefore expects that outside firms and their employees show willingness and ability to comply with applicable working environment regulations and environmental regulations when working at DTU Danchip and at the same time keep the focus on fire safety.

Personal safety

At DTU Danchip we are working with hazardous chemicals and gases, some of these can be fatal or disabling, for example inhalation, ingestion or skin contact. It is therefore important not to touch the technical installations, which you are not familiar with.

Alarms

The following 3 alarms can occur at DTU Danchip:

Evacuationalarm, varied whining tone

Fire or gas leak.

Action: immediately abandon the building, via the nearest exit. And go to the meeting point by building 358. See description/drawing on opposite page.

Mild-evacuation, whining tone at intervals of 3 seconds (3 seconds whining tone, 3 seconds pause etc.)

Exhaust failure.

Action: Leave cleanroom / building 346 through the normal means of escape. You should **not** go to the meeting point.

Cleanroom closed, Yellow light flashing - no sound.
Building 346 closed!

Work in specific areas

EX room: Gashouse, solvent room. Access to these rooms must be agreed on with DTU Danchip and you are not allowed to use tools that can generate heat/ sparks (not EX approved tools).

There must also be a written authorization before any work may begin in these rooms.

Cleanroom

All work at the DTU Danchip cleanroom must be conducted wearing a suit and gloves provided by DTU Danchip. As a general rule, no materials that can deliver particles such as wood, paper, rockwool, etc. are allowed. All materials and tools must be washed and dried with DI water and cleanroom tissues.

As a main rule it is not allowed to saw, sand or drill in the cleanroom, if it is necessary, it must be agreed on with DTU Danchip and a vacuum cleaner supplied by DTU Danchip must be used to collect the particles.

Working with supplies

Including electricity, ventilation and plumbing.

You can only shut down the supplies in agreement with DTU Danchip.

As a general rule a shut down must be warned 3-5 days in advance and to the extent possible outside the period 9-15.

Fire Safety

All work with cutting tools, welding or use of open flames must be agreed on with DTU Danchip and there must be an evaluation of whether it is necessary to turn off the firesystem in the affected zones.

These rules apply to all of building 346.

