Standard Operating Procedure (SOP) for MShop Users

At MShop, we aim to make your experience seamless, safe, and efficient. This guide will help you understand how to use our services and facilities effectively, ensuring you have everything you need to succeed in your projects, coursework, or research.

1. Who Can Use MShop?

Our services are open to:

- Professors: To enhance teaching and research with hands-on tools.
- Students: For coursework or skill development.
- Researchers: To support innovation and exploration with advanced tools and expertise.

2. Getting Started

Step 1: Submit a Request

Fill out the MShop Request Form on our website.

- Include details about your project or requirements.
- Select the services you need:

  - Individual training sessions.
  - Equipment usage.
  - Project guidance.

Step 2: Plan Ahead

Submit your request early to avoid delays:

  - Professors: At least 2–4 weeks in advance.
  - Students: At least 1–2 weeks in advance.
  - Researchers: At least 3–6 weeks in advance for complex projects.

Step 3: Confirmation and Scheduling

Once your request is reviewed (within 2–3 business days), you'll receive an email confirmation with:

- Approval details.
- Scheduled training or access times.

3. Before You Start

Complete Safety Training

First-time users must attend a 30-minute safety session.

- Follow safety guidelines at all times, including wearing appropriate clothing and personal protective equipment (PPE).

Prepare for Your Session

- Bring your project details, materials, or any specific requirements.

- Check your confirmation email for session timing and location.

4. Using MShop Facilities

During Your Visit

- Sign In: Check in at the front desk or through the online portal.

- Workspace Assignment: MShop staff will guide you to your assigned area.

- Equipment Use: Use only the tools and machines you've been trained on.

Support During Your Project

- Staff are available during operating hours to provide assistance or answer questions.

- Follow instructions from staff for safe and efficient operations.

Keep It Clean

- Maintain a clean and organized workspace.

- Return tools and equipment to their designated locations after use.

5. After Your Visit

Clean-Up

Ensure your workspace is left clean and ready for the next user.

Feedback

Complete the short feedback form emailed to you after your visit. Your input helps us improve our services.

6. What MShop Offers You

Why Use MShop?

- Specialized Tools: Access cutting-edge equipment for your projects.
- Skill Development: Learn new techniques through hands-on training.
- Guided Support: Work alongside experts who are here to help you succeed.
- Flexibility: Whether it's coursework, research, or personal projects, we've got you covered.

7. Stay Safe and Compliant

- Always follow safety protocols and staff instructions.

- Report any issues with equipment or facilities immediately.

- Failure to adhere to guidelines may result in restricted access.

8. How to Reach Us

If you have questions or need assistance:

- Website: Visit our contact page to fill out the request form.
- Email: support@mshop.com
- Phone: (123) 456-7890
- Hours: Monday–Friday, 9 AM–5 PM

9. Plan Your MShop Experience Today

Whether you're a professor designing a course, a student working on a project, or a researcher exploring new ideas, MShop is here to help you every step of the way.

Fill out the request form and let's start building something great together!