

**How to arrange a cleanroom suit @Kavli?**

**Entering Kavli without a suit reservation is not allowed.**

You have the following options:

- 1) Arrange a **group week suit hanger**. One of your group members is able to assign a week suit to you within NIS. This suit should be reserved at/before Tuesdays. Week suits need to be from Thursdays till the next Wednesday! (*7 day reservation only*)
- 2) Reserve a **general one-/few day suit hanger**. (1- 4 days on a row) You can do that yourself within NIS.
- 3) Reserve a **general week suit hanger**. This should be done at or before Tuesdays. You can do that yourself within NIS. Week suits reservation need to be from Thursdays till the next Wednesday! (*7 day reservation only*)
- 4) In your pupil period (first few weeks after following your safety tour) we will arrange a suit hanger for you for a period of four weeks. This will give you the possibility to get hands-on in the cleanroom quite rapidly. This will be arranged during the wet bench introduction course.

You may reserve a one-/few day or week suit in NIS when:

- You have done the safety tour in the past
- You have a user box in the cleanroom

**Following rules are important to obey:**

- 1) For a single day reservation you may use a disposable suit, but also a fabric suit is allowed. After use of the fabric suit, please put it in the laundry box.
- 2) Reserving a suit is strictly personal. All users are allowed and able to reserve a suit for themselves as long as you have passed a safety tour in the past and you are the owner of a user box.
- 3) Don't reserve a suit in NIS when you already have a week suit.
- 4) Use the suit you claim. And please use your suit efficiently. So not for a short introduction. Disposable suits are around 10 euro each and hard to order. In case you are not able to use the reserved suit, remove the reservation (possible till 12:00 that specific day). In case you are not able to do that, send a mail to Eugene/Marc.
- 5) If you need a suit for someone else (e.g. visitor/contractor) you have to contact Eugene or Marc Zuiddam to arrange suit for that person. Don't reserve a suit for this person in NIS under your own name!

Thanks a lot for obeying these rules. In case of questions, don't hesitate to ask us for clarification.