

TRAINING CENTER POLICIES

Class Hours

All training classes begin at 7:45 a.m. and end at 4:15 p.m. with two scheduled 15 minute breaks, one in the morning and a second in the afternoon, with one hour for lunch. Lunch hour is from 11:30-12:30 p.m. If a student is going to be late or absent, it is the student's responsibility to contact the Instructor. The training staff is usually in the office by 7:30 a.m. each morning and can be contacted at (248) 446-4100 x4296 or x4293. Due to electronic pre-programmed locks, access to the building is not available until 7:30 a.m.

Transportation

Students are responsible for their own transportation to and from the Training Center, and lunch hour destinations.

Parking

Designated student parking is available on the west side (front) of the building. Enter the building through the student entrance on the south side of the building. There is a sign posted with all the classes listed with the classroom number. Classrooms are located off the training lab.

Student Building Access

Student activities are restricted to the laboratory, classrooms, student kitchen and restrooms. If for any reason the student needs access to other parts of the building, please see the Instructor. If the student needs to set up a meeting with a member of the Kawasaki staff, please have the Instructor set up the meeting so it does not conflict with the classroom or lab instruction.

Notice: All students shall observe the State of Michigan M.D.E.Q. Conservation Area and No Trespassing signs along Lakeview Drive. This is for the protection of area wetlands and wildlife. These are protected areas and no one is permitted to go beyond the posted signs. Thank you for your cooperation.

Recommended Attire

Casual attire, such as sweaters, sweatshirts, T-shirts, jeans, slacks, sport shirts, flannel shirts, sport coats, tennis shoes, boots, are appropriate for all classes. Shorts, skirts, sandals (open toed shoes), tank tops, and inappropriate logos are unacceptable and not permitted in the training center. For mechanical maintenance classes, it is suggested that students bring personal protection equipment including, coveralls or lab coats, nitrile gloves and safety glasses for use during the hands-on portions of the class.

Student Refreshments

Coffee, tea, and hot chocolate are provided at no charge and a vending machine is available in the student kitchen for soft drinks. Students will be responsible for their own lunch arrangements. A list of area restaurants is available in class.

TRAINING CENTER POLICIES

Food and Drinks in the Laboratory

Food and drinks may be consumed in the laboratory. However, NO LIQUID OR DEBRIS is allowed on or around the robots and/or controllers. If this policy is not strictly adhered to, the Instructor may restrict the consumption of food and drink to outside the laboratory setting.

Equipment Operation

All laboratory activities and equipment operation must be performed in the presence of a Kawasaki Instructor.

Phones and Messages

If you need to place a phone call, see your Instructor. The phone in the laboratory is for internal calls only. Local outside calls may be made from the student lunch area during break times. Long distance phone calls are discouraged except in emergency situations - please see Kawasaki staff for assistance. It is the policy of the Kawasaki training and development staff not to interrupt the class for incoming phone messages unless an emergency situation exists. Kawasaki personnel will take messages for the return of non-emergency phone calls.

Smoking Policy

Kawasaki maintains a smoke free environment.

Course Completion

At the discretion of the Instructor, a student may be denied a Certificate of Completion and other course materials for poor attendance, punctuality and /or class participation.

EMERGENCIES

In the event of an emergency that demands your immediate response, inform your instructor or call the Receptionist at Ext. 4220.

Driving Directions

Directions from Detroit Metro Airport (DTW) to Kawasaki Robotics

1. Start going toward the AIRPORT EXIT on WILLIAM G ROGELL DR (0.0 miles)
2. Continue on MERRIMAN RD (0.4 miles)
3. Take the I-94 WEST ramp toward CHICAGO (0.7 miles)
4. Merge on I-94 WEST (2.9 miles)
5. Take the I-275 exit toward FLINT/TOLEDO, exit #194 (0.2 miles)
6. Continue on I-275 NORTH RAMP toward FLINT (0.7 miles)
7. Merge on I-275 NORTH (12.3 miles)
8. Continue on I-96 WEST/I-275 NORTH (5.1 miles)
9. Take the I-96 WEST exit toward LANSING (2.4 miles)
10. Merge on I-96 WEST (4.4 miles)
11. Take the WIXOM RD exit #159; turn left (South)
12. Continue on WIXOM RD (0.3 miles) to the second traffic light, Grand River Ave.
13. Turn right on Grand River; go approximately 1.5 miles to Automation Blvd., turn left (South)
14. Follow Automation Blvd. 0.1 miles, turn left on Lakeview Drive, 0.2 miles to Kawasaki

HOTELS AND MOTELS

The following list is provided for the selection of accommodations that are in the proximity of Kawasaki Robotics. Kawasaki does not verify the quality or availability of the following hotels and provides this list for your information only. The locations of the hotels are indicated by number on the following map and the driving distances listed are from the Kawasaki office. Discounted rates may be available; inquire about Kawasaki rate when making reservations.

Map No.	Hotel Name	Address	Phone	Distance
1	Comfort Suites	28049 S. Wixom Road, Wixom, MI 48393	(248) 504-5080	1.8
2	Holiday Inn Express	48953 Alpha Drive, Wixom, MI 48393	(248) 735-2781	2.7
3	Staybridge Suites Novi	27000 Providence Parkway, Novi, MI 48374	(248) 349-4600	3.1
4	Residence Inn (Marriott)	27477 Cabaret Drive, Novi, MI 48377	(248) 735-7400	5.0
5	Hilton Garden Inn	27355 Cabaret Drive, Novi, MI 48377	(248) 348-3840	5.3
6	Crown Plaza	27000 Sheraton Drive, Novi, MI 48377	(248) 348-5000	5.8
7	Baronette Renaissance	27790 Novi Road, Novi, MI 48377	(248) 349-7800	6.0
8	Doubletree Hotel	42100 Crescent Blvd., Novi, MI 48377	(248) 344-8800	6.4
9	Courtyard by Marriott	42700 W. Eleven Mile Road, Novi, MI 48375	(248) 380-1234	5.5
10	Towne Place Suites	42600 Eleven Mile Road, Novi, MI 48375	(248) 305-5533	5.8
11	Holiday Inn & Suites	37529 Grand River Avenue, Farmington Hills, MI 48335	(248) 477-7800	9.0
12	Candlewood Suites	37555 Hills Tech Drive, Farmington Hills, MI 48331	(248) 324-0540	10.4

