

## Woodshop & Metal Shop: AB 693 & AB 697

### Student Usage Policy

#### Hours of Operation

Monday through Friday

9:00 am – 12:00 pm & 1:00 - 4:00 pm

The Woodshop and Metal Shop are provided by the Department of Art for the exclusive use of its students, staff, and faculty for work related to the department. These shops are supervised by technicians trained in these areas. The following rules **MUST** be adhered to for reasons of safety and sanity.

1. No person shall use the shops or shop equipment without receiving a full safety talk, training, and the approval of the supervising technicians. Students **MUST** be currently registered in a course in the Department of Art to use the shops and equipment. **NO** unapproved persons (especially minors) are allowed to work with shop equipment or to observe in the shops.
2. Technical staff may choose to refuse any person access to equipment and/or shops for failure to adhere to any of the shop rules or for unsafe or inconsiderate practices.
3. Only Department of Art technicians may train persons in equipment use.
4. The lathe, thickness sander, planer, jointer, CNC routers and all machines inside the “cage” in the Woodshop and the lathe, milling machine, and all welders in the Metal Shop are restricted tools and may only be used with the permission and supervision of a technician.
5. Always wear appropriate Personal Protective Equipment and follow proper safety procedures. Safety glasses **MUST** be worn at all times when in the shops. Additional protective equipment may be required at the request of the technicians.
6. Electronic devices such as cell phones and MP3 players are strictly **PROHIBITED** in the shops.
7. Exhaust fans must be switched on whenever operating vented machines in the shops. Consult a technician for switch locations.
8. If any shop equipment malfunctions, notify the technicians immediately. Never attempt to repair equipment by yourself.
9. Any injury, no matter how minor, must be reported immediately to your supervisor and technician.
10. Technicians will, at their discretion, restrict the number of people in any shop area to prevent overcrowding. Priority will be given to students whose class time requires shop use.
11. No spraying, painting, or use of flammable liquids is allowed. Sprays may only be used in the Spray Booths (AB 694 and 721A). If ventilation is not operating, immediately notify a technician or, after hours, call security on an emergency phone.
12. There is **NO** after-hours access to the shops.
13. Shop machines and shop areas **MUST** be cleaned up by the worker immediately upon completing any operation which creates debris. Overall shop clean-up is at 4pm daily without exception.

## **Tool Room: Woodshop (AB 693a)**

### **Signout & Material Purchases**

#### **Hours of Operation**

Monday through Friday

9:00 am – 12:00 pm & 1:00 - 4:00 pm

1. Students must have attended an Art Department safety talk and orientation and provide their full names to borrow tools.
2. Equipment borrowers are to be responsible and knowledgeable in their use of tool room resources. Ask the technician if the tool you want is right for the job you want to do. If you are unfamiliar with a tool or its applications, do not use it until you have received instructions.
3. Tools are a limited resource. Consult the technicians on tool availability; some restrictions may exist and certain tools may all be signed out based on student demand. We recommend that full-time students purchase the following items to ensure that they are available when required: Pencils, hammer, multi-driver, tape measure, needle-nose pliers, staple gun, respirator/dust masks, safety glasses, earplugs.
4. The following materials are NOT provided by the Woodshop and MUST be purchased by students: wood glue, most fasteners and nails, staples, sandpaper, paint, etc.
5. Tool room equipment is signed out for one working day, unless otherwise arranged with the technicians.
6. Borrowers are fully responsible for tools in their care. Borrowers should return any damaged or malfunctioning equipment to the technicians immediately. Never attempt to use damaged tools or attempt to repair them yourself. Return of dirty or otherwise obviously abused tools will result in demerits, as will dangerous, inconsiderate or careless use of tools. A total of three demerits or the gross and repeated abuse of tools will result in the loss of tool room privileges for the remainder of the current term.
7. Borrowers will be billed for the FULL REPLACEMENT VALUE of any tool which goes missing while signed out in their names.
8. A Department of Art credit slip MUST be provided for any and all material purchases. Technicians will not operate on an honour system. Ensure you have the proper amount available to cover all material purchases BEFORE beginning your project. Consult the technicians to determine how much you will need to spend.
9. Material MUST be purchased in specific quantities, as listed on the price list on the Woodshop doors. For sheet goods, all purchases must be quarter-sheets or multiples thereof. Bagged materials – such as plaster, clay, and concrete – will NOT be broken up into smaller quantities.