COLLEGE OF ART & ARCHITECTURE

TECH SHOP

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HOURS OF OPERATION

The Technical Workshop hours are posted on the door of the shop and on the Tech Shop website. Schedule updates or changes will be posted at the Tech Shop door. Open hours will change during UI holidays and during the summer.

SHOP ORIENTATION

All Tech Shop users must participate in a shop safety orientation before they are allowed access to the shop. These orientations are normally scheduled through your class instructor, though you may contact the shop director if you have somehow missed the boat.

SUPERVISION AND ACCESS

1. The Tech Shop facility is available for supervised use by students currently enrolled in Art, Architecture, Interior Design, Virtual Technology Design and Landscape Architecture Programs. Only currently enrolled students are eligible to use the shop.

2. Shop users must acknowledge that only academic, class-related project are allowed in the shop.

3. The shop facility is available for use only during posted hours. This schedule of hours will change during vacations, summer break, and may even change during the course of the semester.

4. All shop users must adhere to established safety standards and be willing to accept supervision from the shop proctors or the shop director. Shop users must acknowledge that failure to adhere to shop safety standards, or general shop policies may result in restricted shop usage.

5. All shop users will agree to use the equipment and tools only for the purposes for which they are designed and intended and only when a supervisor is present.

6. All shop users agree to obtain authorization from the shop director or a shop proctor for special situations in which a tool must be borrowed for use outside the shop area. If tools are lost, damaged or not returned to the shop, the student will be charged for the lost or damaged tool.

7. All shop users agree to return all tools to the proper storage area and clean their shop work space after they have finished working in order to leave a clean work area for the next person.

8. All shop users must agree to the Shop User Policy.

GENERAL TECH SHOP SAFETY STANDARDS

1. Always wear safety glasses in the shop. Prescription lenses are not approved safety glasses. Shop staff must approve safety glasses provided by students. Tinted safety glasses will not be allowed.

2. Follow the safety recommendations for each tool. Always check with shop proctors or shop director if you are unsure about the operation of a machine, or how to proceed with a particular machining operation.

3. Check to see that all tools and equipment are sharp and in good condition before using them. Report any equipment breakage or malfunctions to the shop proctor or shop director immediately.

4. Wear proper clothing – jewelry, loose clothing, or unconfined long hair may become caught in the machinery. Wear sturdy non-slip shoes. Do not wear gloves. Personal music devices and headphones are not allowed in the shop.

5. Obtain help if needed when working with large pieces of wood.

6. Keep materials neatly organized and keep work area clean and free from small scraps and excess sawdust. Keep machine tables and other work areas free from nails, tools, and other materials. Clean up after yourself.

7. Always check materials for nails, staples or screws before machining. Any used or recycled materials must be approved for use by a shop proctor or the shop director.

8. Pressure treated wood products are not allowed in the shop.

9. Never attempt to talk to, or otherwise startle a person, using a power tool or machine, and never try to move materials past a person who is using a power tool.

11. Never start or stop a machine for someone else.

12. Never hold small pieces of wood in hands when cutting them – use a clamp or a jig.

13. Always use the guards that are provided on machines. Make use of clamps and push sticks as necessary.

14. Never use tools if tired or in a hurry. Even legal medications may make you drowsy. Anyone thought to be under the influence of alcohol or narcotics will be asked to leave the shop.

15. Make sure that the machine has come to a complete dead stop before removing material or waste material from the area of the blade. The blade may still be moving even though the switch has been turned off.

16. Get first aid treatment for even the slightest injury. Report all injuries to a proctor or the shop director.

17. Wear a dust mask when sanding. Dust masks are available in the shop.

18. Wear ear protection such as ear plugs when excessive noise is a problem. Hearing protection is available in the shop.

19. Know the location and type of fire extinguishers and their proper uses.

20. Place all oily rags in an approved metal storage container. Only non-toxic finishes will be used in the shop area. Use aerosol spray paints or other flammable solvent finishes in the spray booths located in AAN and AAS.

21. Keep hands and fingers out of the path of sharp edged cutting tools. Do not clean wood chips, sawdust, etc. from machines with bare hands. Bench brushes are available in the shop.

22. Horseplay will not be tolerated.