

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 Department of Art 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. Technicians may 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. All stationary machines in the woodshop and metal shop are restricted tools and may only be used with the permission and supervision of a technician. The yellow safe operation procedure placards posted by each machine must be followed and must be reviewed before each use.
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 as posted and 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. The use of open flames in the woodshop is prohibited.
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 3:45 pm 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. Slips are available at the UC Bookstore art and stationery counter. Technicians do not accept cash and 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 Toolroom doors, the board outside the Woodshop and the Department of Art homepage. 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.