Shop Policies Statement
School of Architecture and Planning

Admission
Access to the shop requires:
• Attending a training session (administered by the shop director)
• A signed waver on file

Safety
All users are required to wear appropriate clothing:
• Closed toe shoes must be worn
• Ear, eye and respiratory protection must be worn
• No loose or baggy clothing (scarves, sleeves, neckties etc.) are allowed
• Long hair must be tied back
• No headphones are permitted in the shop
• Keys on lanyards must be securely stowed
Use only tools which you are familiar with or have been instructed in proper use
Do not force anything.
Use the right tool for the job
If you have questions ASK!

Materials
All lumber and materials are to be supplied by the student
• Salvaged wood must be first inspected by the monitor before any CUA property is used on the material.
• Scrap is found in the rolling bin behind the table saw and in the space behind the panel saw only. All shelves are for student lumber and project storage.
All stored lumber must be clearly labeled with your full name and phone number or email

Use/Maintenance
• Users are responsible to clean up after themselves.
• Shop storage is limited and temporary.
• Tools may be checked out for a maximum of 24 hours. Tools will not be lent out at times of high shop volume.

CNC
• Use is per appointment. Due to the complexities of the machine, students wishing to use the CNC must receive appropriate training through academic coursework.

Laser Cutters
• The laser cutter orientation is administered to sophomore students. First year students do not have access. Transfers can receive training by appointment with the shop director.

User responsibility
• Ultimately you are responsible for your safety. Don’t do anything you don’t feel comfortable doing. If you have a question, ASK FIRST!
• You are responsible for planning work according to open shop hours.

I understand these policies and agree to adhere to them

Printed Name __________________________ Signature_______________________ Date____________