

CAP FAB LAB

Wood Shop

General Policies

Welcome to the CAP shop facility. This document is intended as a broad overview of the tools and resources available.

Included in this document are: hours, basic safety guidelines, general information for equipment, and policies. All students using this facility will be obligated to comply with these policies. A very simple and valuable rule of thumb for this (and any other) shop is:

If you don't know, ask.

If you are unfamiliar with a tool, a machine or a procedure, ask one of the staff on duty for help. Failing to have information that you need is dangerous to you and destructive to the equipment.

- It is required that all individuals using the wood shop have hands on training with their faculty or an individual from the college who has been delegated to conduct training. These individuals do not include staff from the wood shop.
- **FOLLOW ALL SAFETY GUIDELINES.** You may only work in the Wood Shop with an attendant on duty.
- **NO RUNNING OR HORSEPLAY** in any shop areas.
- Always **CLEAN UP AFTER YOURSELF** in every area as soon as you finish. Brooms, dust pans, trash cans and scrap bins are located throughout the shop for this purpose.
- **PUT AWAY ALL MATERIALS AS SOON AS YOU FINISH WITH THEM.**
- If you don't know how to use a machine, **ASK A STAFF MEMBER FOR ASSISTANCE.**
- No machines may be left running unattended. **You must stay with your work at all times.**
- CAP will not be responsible for any materials, personal tools, projects or other belongings left in the shop by students or faculty.
- Please be courteous and respectful to staff and lab attendants. Incurable rude or aggressive behavior especially when you have been advised not to use a certain tool for a task will not be tolerated.

In the Wood Shop:

- **Maximum number of people in CAP Woodshop is 12.**
- **Always sign in and out with the attendant.** Your sign-in indicates the lab is being used.

You will be asked to provide your:

First Name, Last Name and Class (ex: CAP 101, ARCH 201, LA 211, etc) and Time of arrival.

- Use appropriate materials with the various machines in the shop.

- You are responsible for supplying all of your own materials. Wood found in the scrap bin is available for use, but **DO NOT PLAN YOUR PROJECT ASSUMING YOU WILL FIND EVERYTHING YOU NEED IN THE SCRAP BINS.**
- Only **NEW** materials may be used in the shop. Pallets, skids, packing crates and any stock which may contain nails, staples or other fasteners are NOT considered “new.”
- In addition to supplying your own wood and other building materials, you are also responsible for supplying your own:
 - Fasteners
 - Hardware
 - Adhesives - (We provide some wood glue for small projects. Bring your own for large projects)
 - Paint and brushes
- All glued items must cure or set **for 24 hours** before being used on any of the machines.
- Always make certain the dust collector is turned on any time you are using power equipment.
- **THERE IS NO STORAGE IN THE SHOP.** Nothing may be left on the workbenches overnight unless you are given specific permission by the shop attendant or Judy Kreiger.
- **Do not expect to use the shop facilities if you are tired, sick, or under the influence of drugs or alcohol. You will be asked to leave.**

Use of Shop Tools:

- The Wood Shop includes a Tool Room, which has hand tools, power tools, clamps and other equipment.
- An assortment of hand tools hang on the outside of the Tool Room door. If you need to use any of these items in the shop, please take what you need to your work station, and return it when you are finished.
- If you wish to use a tool in the Tool Room, ask a shop attendant to get it for you. All tools taken from the tool room must be signed out and back in upon return.
- **Tool Check-out**

If you wish to use a tool from the Tool Room, ask a shop attendant to get it for you. All tools taken from the tool room must be signed out on the **TOOL CHECK-OUT SHEETS** with the attendant on duty. It must be signed back in with the attendant upon return.

For individuals who take tools out of the shop: TOOL CHECK-OUT IS FOR 24 HOURS unless given special permission by Judy Kreiger or shop attendant on duty. If you do not do this, the tool will be considered late after 24 hours.

You are responsible for returning all tools you use.

Individuals who fail to return (non-electrical) tools will be assessed \$5 fee for each missing tool.

Individuals who fail to return all other tools (electrical) will be assessed a fee that correlates with the missing item.

All fees are non-refundable.

Checking out:

Fill out the equipment check-out sheet with your printed name, email address, and description of the tool(s) being checked out. A shop attendant or staff person will **DATE** and **INITIAL** your entry.

Checking In:

Make sure to have a staff member **DATE** and **INITIAL your return**. **If this is not done, you will receive an “Overdue Tool Notice” from Judy Kreiger regarding the missing tools.** *If Judy does not hear from you, you will be charged. Students who fail to return hand tools (non-electrical) will be assessed a \$5 fee for each item. Individuals who fail to return all other tools (electrical) will be assessed a fee that correlates with the missing item.*

The Paint Room:

- It is against university regulations to spray aerosol paint anywhere inside the building except for ROOM 028, the Paint Room. All painting should be done in that room.

SAFETY GUIDELINES

Eye Protection:

- Safety glasses or a face shield must be worn at all times when working in the Wood Shop.
- Safety glasses and face shields are provided by the shop for your use.

Ear Protection:

- Ear muffs or foam ear plugs should be worn by anyone working with or near any power tool .
- Ear muffs and foam ear plugs are provided by the shop for your use.

Footwear:

- Closed-toe shoes must be worn at all times in all shop areas.
- Flip-flops and sandals are not appropriate footwear for the shop.
- Students with inappropriate footwear will be asked to leave the facility and return with proper footwear.

Clothing/Personal Attire:

- Loose fitting clothing, including garments with long, flowing sleeves, neck ties, and scarves are not permitted in the shop. Dangling strings on “hoodies” must be tucked in shirt.
- Long hair must be tied back. Loose jewelry such as long necklaces and bracelets must not be worn in the shop.
- Be properly covered. Revealing clothing is not appropriate for the work environment.

Report ANY injuries to the Shop supervisor or the attendant on duty immediately.

Wood Shop Hours

Beginning January 12, 2020

Sunday 4 to 8 pm
Monday 10 to noon, 1 to 5 pm, 6 to 9 pm
Tuesday 10 to noon, 2 to 5 pm, 6 to 9 pm
Wednesday 10 to noon, 1 to 5 pm, 6 to 9 pm
Thursday 10 to noon, 2 to 5 pm, 6 to 9 pm
Friday 10 to noon, 1 to 5 pm
Saturday Closed

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 pm to 11 am	Closed						closed
11 am to 12 pm	Closed						closed
12 pm to 1 pm	Closed	closed	closed	closed	closed	closed	closed
1 pm to 2 pm	Closed		closed		closed		closed
2 pm to 3 pm	Closed						closed
3 pm to 4 pm	Closed						closed
4 pm to 5 pm							closed
5 pm to 6 pm		Closed	Closed	Closed	Closed	closed	closed
6 pm to 7 pm						closed	closed
7 pm to 8 pm						closed	closed
8 pm to 9 pm	Closed					closed	closed