Art+Design 3-D Fabrication Labs - Procedures, Policies & Safety Regulations

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. The 3-D fabrication laboratories have power and hand tools and other equipment used for three-dimensional modeling tasks.

Procedures and Policies

Entering and Using the Three-Dimensional Fabrication Laboratories (shops)

Activities within the labs and use of Art+Design resources are restricted to educational pursuits and class work only and are subject to video surveillance.
Access privileges to the labs are established through coursework and an orientation in the use of tools and equipment and by passing a mandatory safety test.
Three-Dimensional Fabrication Laboratories are considered a dangerous work area and access is strictly controlled. Be cautious and alert when in the shops.
You must always have your *i-Card* with you in the labs, when you leave, you'll need it to get back in and assistants may ask to see your *i-Card* any time you are in the laboratories.

Only registered users are allowed to enter the Art+Design 3D Fabrication Labs. YOU MUST SWIPE YOUR *i-Card* AT LAB 12, 20, 32 DOOR EACH ENTRY.
YOU MAY NOT USE ANOTHER PERSON'S LAB PRIVILEGES AND YOU CANNOT AUTHORIZE ANYONE TO USE YOUR *i-Card* OR EQUIPMENT ACCESS PRIVILEGES.
YOU CANNOT BRING VISITORS OR GUESTS INTO THE LABS AND YOU SHOULD NOT OPEN THE DOOR FOR OTHERS TO ENTER.
SOME LAB ENTRANCE DOORS WILL SOUND AN ALARM IF HELD OPEN TOO LONG. Do not hold doors open for others - everyone must use an *i-Card* to enter a lab.
***i-Cards* STOP OPENING DOORS TEN MINUTES BEFORE CLOSING TIME. Power will be shut off 15 minutes prior to scheduled closing to allow for clean-up time.**

Some 3D Labs will be unavailable during times when the rooms are scheduled for class use.
Return all tools to their proper storage areas and never attempt to remove or "borrow" tools for use outside of the laboratories.
Clean up after yourself. FOOD AND DRINK ARE NOT PERMITTED in the lab areas. MATERIAL STORAGE SPACE IS NOT AVAILABLE IN THE 3D LAB AREAS.
Treat work surfaces with consideration. Do not cut or drill into worktables. Use paper to protect surfaces from paint, glue, etc..
Glued objects left to dry in the shop must be marked with the owner's name and the date when glued. Nearby machines are not to be used for any gluing operations.
Report broken or malfunctioning equipment immediately to an assistant or online using the School's website link to report problems with resources.
Plaster or paint should never be put into sinks or poured down drains. Always use a protective mask when air-borne particles are created during a process.
Spray painting must be done in an approved ventilated booth while wearing a personal respirator. Spray painting elsewhere will be considered vandalism.
You can use the School of Art + Design's website to report problems and to submit feedback.

General Safety Regulations for Laboratory Use

Never work alone.
You may not use tools or equipment you have not been trained to use and then only when you are thoroughly familiar with best practices and safe operation.
Before leaving a piece of equipment: be certain it is turned off, has stopped moving, and is cleaned off and ready for the next user.
Always turn on dust collection devices when provided for procedures or machinery. Electrical equipment should never be used near water.
Wood containing nails, concrete, paint or other foreign matter may NOT be cut, sanded, or otherwise machined in the 3D Labs.
Plaster ruins most common wood working equipment (power and hand tools) and therefore plaster finishing must be done with tools identified for that purpose.
All spray painting must be done in a spray booth. Use flammable chemicals only in properly vented areas. Dispose of rags used for solvents in the red metal cans.
Familiarize yourself with locations of fire extinguishers, first aid kits, and emergency eye wash stations.

Proper attire is required when using any Three-Dimensional Fabrication Laboratory resources

Closed-toed shoes must be worn in the labs.
Tie back long hair, secure loose clothing and sleeves, and remove neckties and loose jewelry.
Appropriate eye protection must be worn when operating power equipment and some hand tools.
An appropriate dust mask or respirator should be worn when performing dust or fume producing tasks.

Safe operation of the equipment requires the full attention of the operator

Boisterous or rough play, running, throwing objects, or any kind of distracting behavior is strictly prohibited.
Do not speak to or distract anyone who is operating equipment.
Headphones or portable stereos may not be worn while working in the Three-Dimensional Fabrication Laboratories.
Do not work in the lab while under the influence of any drug, alcohol or medication. Accidents can happen when you are drowsy or impaired.
Inform your instructor or the lab supervisor if you have a condition that requires special accommodations.

Failure to comply with any policy or regulation may result in the loss of your laboratory privileges.

Signature _____ written name _____ date _____ UIN _____