Facilities Policy - 3D Design

2.23.16

Priority of using Facilities and Scheduling Conflicts

- 3D classes have priority in the in all of the 3D classrooms, shops, and plaster room and take priority over non-3D usage.
- Open shop hours are limited to posted hours, generally nights and weekends.
- 3D professors with overlapping classes must coordinate schedules to ensure availability of shops and studios.

Communication of policy

- Policy is posted online through the RIT Inside CIAS website. 3D policy is reviewed annually by the faculty and the staff. Hard copies are kept in the 3D tool cage and the Design office.

Supply ordering process

- Professors must fill out a supply request form for purchase of special class materials (see form: "3D Design Supply/ Work Request Form").
- Faculty can estimate $125 per class, per semester. The rest of the fees are designated to purchasing stock materials: wire, tape, etc.
- 2 weeks advance notice is required.

Work requests

- Two weeks advance notice is required for preparation of classroom materials such as milling lumber, cutting sheet metal, and cutting bases. A completed material request form ("3D Design Supply/ Work Request Form") must be provided to the technician before the preparations begin.

Modifications to Facilities and Equipment (furniture, painting, building or utility modifications)

- In order to ensure order and available funds, significant modifications to the studios are decided jointly by the Design Chair and CIAS Facilities.

Setup and removal of AV equipment

- Contact the CIAS Tech Department for setup and removal of AV equipment.

Display/placement of artwork

- Display cases are reserved through the Design office. Keys are lent from the 3D technician.

Student project storage

- There is limited storage the 3D classrooms. Each class is issued a section of shelves at the beginning of each semester, labeled with the professor's name. Projects are sized to fit the shelves. There is a minimal floor space for oversized work. These are shared spaces, so each class must clear tables, pin-up wall and chalkboard at the end of each session.
- Plaster room storage is limited. Shelving is limited to one bay per class and must be labeled with the professor's name. Finished projects must be cleared so that the next class has storage.

Abandoned student projects

- Student projects are disposed of at the end of each semester. Arrangements must be made with the technician if projects will remain on the shelves after finals week.

Student safety training responsibilities – studio orientation

- See form: "Safety Policy, 3D Design Shops"
- Students must complete safety training with their professor, watch all available safety videos, and sign the Safe Use Authorization Form. Forms are kept in the 3D tool cage.
- See form: "Safe Use Safe Use Authorization Form 3D Design" (Semester 1 and Semester 2)

Facilities Policy – Architecture, Interiors and Industrial Design

- See form: "ID/ Interior Design/ Architecture Policy in the 3D shop"

Plaster Room

- See Plaster Room Policy

Tools

- The tool room is opened by the technician or monitor during monitored shop hours.
- To borrow tools, students leave a valid RIT ID in the cage and they receive it back when they return the tools to the cage. Tools must be clean and organized when they are returned to the cage. Tools must be signed out and returned the same day. Tools are not loaned out over night.

Studio fees

- Students must pay their yearly materials fee by the fourth week of classes or they are denied access to the tool cage. Only Tiger Bucks can be accepted – no cash or checks.
- Faculty must provide class lists with UIDs and pictures to the technician by the end of the first week of classes.

Cleanup

- Students are responsible to clean up after themselves every time they use the 3D facilities. This includes clearing tables, sweeping floors, vacuuming machines, and reorganizing tools.

Trash disposal

- Trash cans are provided in each of the classrooms and are emptied by the custodial staff daily. A dumpster is located in the plaster room and it is emptied when it becomes over half full or heavy enough that it is difficult to move. The technician is informed and arrangements are made with the custodian to switch the dumpster out. Dumpster may also be taken out if they have an offensive odor from food waste or wet plaster disposal.

Hazardous Materials

- Hazardous materials must be used safely per manufacturer directions. The technician maintains safety Data Sheets regularly as new products are introduced into the 3D Facilities. Faculty must notify the technician of all new materials intended to be used.
- Contact the 3D technician for disposal of hazardous waste.
- Flammable materials must be stored in the yellow flammables cabinets located in the wood shop and in the metals room.

Key assignment and lockers

- The Operations Manager issues keys at the request of department heads. Student keys are to be picked up at the 3D cage. A $15 Tiger Bucks key returnable deposit is required. Faculty. Faculty and staff keys are issued directly to the departments.
- Lockers are assigned (one per student) to freshmen first and then opened up to the remainder of CIAS students taking classes in the Booth building. Lockers must be renewed at the end of each year in order to reserve it for the following year or clean out the locker and return the lock to the 3D cage for a return of the $10 deposit. Failure to renew will result in the disposal of locker contents.

Class duties vs other duties

- The 3D technician (or monitor) is available during most class time hours in or near by the tool cage. When classes are using the wood shop, the technician assists the faculty during demonstrations and in monitoring the shop during work time. The faculty is responsible for teaching and the monitor is responsible for maintaining safe work practices and a safe work environment. The technician has the authority regarding safety concerns and procedures in the wood shop. Disputes can be taken to the Design Chair and Operations Manager.
- The technician may be required in other areas of the building to assist other technicians or professors and may not always be available during class time.

Supervision of technician

- The Operations Manager supervises the 3D technician.

Supervision, use of shop monitors

- The wood shop is strictly monitored during class time and open wood shop hours. Qualified monitors are scheduled during evening and weekend open shop time. Monitors are trained in emergency procedures, safety protocol and are proficient with the machinery.
- Shop monitors are managed by the 3D technician.

Monitor funding

- The monitors in the 3D shop are paid for through CIAS Facilities. Design and Facilities share the cost of monitors in the ID shop.

Safety and code enforcement

- The technician and the facilities manager are responsible for safety enforcement.

Equipment maintenance and repair

- Safety takes precedence for work requests. Machines are locked out when under service or repair and may only be unlocked by the technician. Repairs are made as quickly as possible and in the order of importance. All equipment problems should be reported to the 3D technician.
- Regular equipment cleaning, inspection and maintenance are performed on each of the machines in the wood shop by the technician. Adjustments are made to blades, beds, tracking, etc. as needed.

Plaster Room Policy:

Who uses the plaster room?

- The plaster room is primarily for use by 3D classes. The use of the room is scheduled through the technician and discussed amongst the faculty using the 3D classrooms simultaneously.
- ID is permitted to use the plaster room while supervised by their professor during a scheduled class time however 3D classes have precedence. ID students are held to the same conduct standards as the 3D students including cleanup, shelf storage and proper disposal procedures.

Clean Up:

- Students are responsible to clean up after themselves every time they use the plaster room. This includes clearing the table, sweeping the floor, wire-brushing tools, and placing projects on properly labeled shelves.

Disposal of plaster

- A dumpster is located in the plaster room and it is emptied when it becomes over half full or heavy enough that it is difficult to move. The technician is informed and arrangements are made with the custodian to switch the dumpster out. Dumpster may also be taken out if they have an offensive odor from food waste or wet plaster disposal.
- Plaster should never be dumped in the sink.

Sink

- Dumping of plaster in the sink is strictly prohibited. After mixing allow plaster to dry in the bucket. After plaster is dry crack the dried debris out into the dumpster.
- Large buckets are provided in the plaster sink to rinse hands off over the top of. There is an over flow pipe in the sink to prevent debris from clogging the drain.
- Sinks are to be cleaned at the end of each semester during departmental clean up.
- If excessive plaster builds up the bottom of the sink the sink should be drained and the plaster should be shoveled into the dumpster.
- Draining water from both sides of the sink simultaneously will over flow the trap and create a slippery situation on the floor.

Plaster material orders

- The technician periodically orders plaster. The professor should check the quantities at least 2 weeks prior to their class to ensure that there is sufficient plaster in stock.

- ID students using the plaster room may be required to pay a material fee to use the plaster in the plaster room.

Tools:

- Many tools are provided in the Plaster room including rasps, chisels, mallets, saws, etc. These tools require extra care to avoid deterioration and rust due to the moisture content in the plaster. Wire brushes and scrappers are conveniently located through out the room to assist in clean up after each use.

Storage/ Shelf Space:

- There is limited storage in the plaster room. Projects must be sized to fit shelves and there is no overflow onto the floor. This is a shared space so each student must remove their project from the tables and clean debris after each use.
- Plaster room storage is at a premium. Shelves must be labeled with the professor's name and is limited to one bay per class. When classes have finished their project in the plaster room they must clear the shelves of all work so that the next class has storage.

Emergency Exit

- The Emergency Exit must be kept clear of any equipment, furniture, or debris for easy access during an emergency.

ID/ Interior Design/ Architecture

Policy in the 3D shop:

1. Students other than 3D students must **sign in and out** every time they come in to use the 3D shop. Ask the monitor for this sheet which is kept in the 3D cage.
2. **Clean up is strictly enforced** in the 3D shop. If you create a mess you must clean it each time before you leave the space.
3. **Materials are not sold in the 3D cage**. Students in 3D Design classes pay a lab fee for materials and they are only available to those students. Please bring your materials with you and take them when you leave.
4. There is **no Storage** in the 3D Design area.
5. The office/ Tool cage is strictly off limits to students.
6. Available Equipment:
    - Band Saws
    - Sanders
    - Chop (Miter) Saws
    - Drill Press
    - Scroll Saw (with Special Training)
7. OFF Limit Equipment:
    - Lathe
    - Jointer
    - Planer
    - Bench Grinder
    - Router

8. Tool checkout procedure:
    - Give the Monitor your card and they will retrieve the tool(s) that you need from the cage. Your card will be returned to you when you return the tool(s).
    - Tools must not leave the 3D Wood shop space at any time!
9. **Materials to be used in the 3D shop are restricted** to clean, surfaced lumber. Consult the Technician or monitor before using other materials in the shop.
    - **No Yellow foam**: The particles are too fine to use in the shop because it makes the wood floors very slippery and creates a hazardous situation.
    - **No Reclaimed Lumber/ Pallets**: This type of wood often has nails, stones and other inclusions that can damage the machines.
10. The shop monitor has the ultimate responsibility for the shop and must be obeyed. The monitor has the authority to limit the number of users in the shop and stop individuals from performing operations deemed unsafe by the monitor

3D Design Supply/Work Request Form

For all purchase and work requests, please complete and submit this form to Joe Allgeier in room 2538 at least 2 weeks prior to the date that you need the items.

Name: _____ Date: _____

Day of week: _____ Circle one: **A.M.** **P. M.** **Evening**

Item / Work Description	**Justification**	**Date Needed**
1.		
2.		
3.		
4.		
5.		

Requestor's Signature

Safety Policy

3D Design Shops

Failure to adhere to these policies will result in loss of access to the facilities.

1. In the event of an emergency call **475-3333** for immediate assistance. **Do Not Hesitate.**

2. **All machine operators must be trained on the equipment and sign training documentation prior to its use.**

3. Stationary Power Equipment may be used only when one of the following persons is present in the vicinity: Instructor, Technician, Graduate Assistant, or Teaching Assistant.

4. Appropriate personal protective equipment (PPE) **must** be worn at all times by machine operators and bystanders in the shop (i.e. **safety glasses**).

5. Clothing, Hair, Jewelry, etc. must be safely attended to prior to the use of any equipment. It is the responsibility of the individual to tuck in loose shirts, tie up long hair, remove lanyards, etc.

6. No open Toed/ Backed shoes are permitted in the shop (i.e. sandals, clogs).

7. Individuals must clean up their own messes. Shop area must be kept orderly and free of accumulations of scrap materials, debris, and trash.

8. Any Damage to the machines, tools, fixtures, etc. must be reported to a supervisor immediately.

9. All facilities are off limits to anyone under the influence of alcohol, drugs, or any medication that influences normal functioning.

10. All accidents must be reported to the major faculty and the technician as soon as they occur. A Student Accident Report must be filled out in its entirety when someone visits Student Health Services or if RIT Public Safety is called. The shop monitor will provide the form.

11. Always ask questions when it comes to safety. The "stupid" question is the one that is not asked!

Signature: _____ **Date:** _____

3D Design: *Semester 1*

Safe Use Authorization Form

No person may use the 3D wood shop facility without proper authorization.

If the piece of equipment is not listed below, with the proper signature, you cannot use it.

Student (print clearly): _____ **I.D.#** _____

I have received complete, thorough and understandable training on the following equipment. If a safety video is available in our library for this equipment, I have watched it in its entirety. All of my questions have been answered, and I acknowledge my responsibility to conform to those rules and all others alluded to in this training. I will not use equipment that I have not been trained on. I understand and accept all penalties and responsibility for failure to conform to the information and rules contained in this training.

3D Professor (Print): _____

Directions: Student must sign and date next to each piece of equipment that they have been trained on in the shop. Please turn this form in to your professor when you are done.

Band Saw Signature: _____ Date: _____ Trainer Initials: _____

Drill Press Signature: _____ Date: _____ Trainer Initials: _____

Miter Saw Signature: _____ Date: _____ Trainer Initials: _____

Sanders Signature: _____ Date: _____ Trainer Initials: _____

Scroll Saw Signature: _____ Date: _____ Trainer Initials: _____

* Please read and sign the back of the form before returning it to your professor.

3D Design: *Semester 2*

Safe Use Authorization Form

No person may use the 3D wood shop facility without proper authorization.

If the piece of equipment is not listed below, with the proper signature, you cannot use it.

Student (print clearly): _____ **I.D.#** _____

I have received complete, thorough and understandable training on the following equipment. If a safety video is available in our library for this equipment, I have watched it in its entirety. All of my questions have been answered, and I acknowledge my responsibility to conform to those rules and all others alluded to in this training. I will not use equipment that I have not been trained on. I understand and accept all penalties and responsibility for failure to conform to the information and rules contained in this training.

3D Professor (Print): _____

Directions: Student must sign and date next to each piece of equipment that they have been trained on in the shop. Please turn this form in to your professor when you are done.

Table Saw Signature: _____ Date: _____ Trainer Initials: _____

Scroll Saw Signature: _____ Date: _____ Trainer Initials: _____

Jointer Signature: _____ Date: _____ Trainer Initials: _____

Lathe Signature: _____ Date: _____ Trainer Initials: _____

* Please read and sign the back of the form before returning it to your professor.