

UNIVERSITY OF TENNESSEE
COLLEGE OF ARCHITECTURE + DESIGN



A&A WOODSHOP
USER & ACCESS POLICY

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WOODSHOP REGULATIONS, SAFETY RULES AND TIPS

GENERAL

- The Woodshop is open during posted hours only, regularly check the UTK A&A woodshop webpage
- Woodshop access is limited to Faculty & staff on payroll and currently enrolled students within the School of Art and the College of Architecture and Design.
- Attendance and successful completion of a woodshop orientation must occur before use
- Sign in and out at register
- Never work in the woodshop alone
- Never work in the woodshop when tired or impaired (sick, alcohol, drugs)
- Report all incidents, no matter how small to the shop supervisor
- Shop use privileges may be revoked if these rules are not followed
- In the absence of the Supervisor, you must comply with the shop monitors' decision

CLOTHING

- No loose clothing, gloves, or jewelry that could get caught in moving machine parts
- No sandals or open-toe shoes while in the woodshop, closed toed shoes only
- Always wear protective eyewear
- Wear dust mask if needed
- Long hair must be contained and out of the way
- Headphones/ear buds or any other personal speaker device is prohibited at all times while in the woodshop

MACHINE / TOOL USE

- Follow all safety guidelines for each piece of equipment
- Do not mill wood without Supervisor's permission
- If there is any doubt about how to perform a task or operation, ask shop personnel for assistance
- Never use of materials outside of the machines intended purpose
- Never make any changes or alter machines' basic setup. If you don't know how to adjust something, ask
- Never remove a guard or safety device from a machine
- Ask shop personnel to change blades, belts etc. when needed
- Do not attempt repairs on equipment, report any damage or issue to shop staff
- Do not use excessive force on any tool
- Use push sticks on narrow pieces
- Secure work piece. Use clamps or double sided tape to hold work.
- Always use a machine's dust collection
- On all table saws and miter saws keep work piece firmly up against fence and flat on the table
- On band saws, always adjust guard within ¼ inch from work piece
- Keep work area clean. Cluttered areas invite accidents
- All work areas must be cleaned before you leave. Clean up at least 15 minutes before closing time
- Return all shop tools to their proper storage cabinets before you leave
- If a tool is lost or stolen or otherwise missing while in your possession you are responsible for replacing it with an equal quality tool
- Tools are never to be taken off from the A&A building.

Access

- All users 'MUST' be within the College of Architecture and Design or School of Art
- Users must be either a current student (enrolled and completing classes) or a current faculty member (UT HR employment dates) within the CoAD or SoA.
- Access to the woodshop and its equipment will only be possible AFTER successful completion of all required orientations.
- Use by any other department or external users will not be accepted without written approval from the woodshop supervisor, only after completion of an orientation and use must be within all standing Woodshop & UT policies.
- Class use of the woodshop will require the class professor to remain present at all times.

Orientations

- Must be completed before use of any aspect of the A&A woodshop.
- Will be completed by the woodshop supervisor.
- Due to the extensive capabilities of the woodshop, certain equipment may require additional specific training. This will be required before access to that particular equipment. (if in doubt, 'ASK')
- Orientations will be completed on an on-demand/as required basis
 - o Faculty members will co-ordinate with the woodshop supervisor and must create an appointment for all orientations (and class usage).
 - o The faculty member 'MUST' remain present during all demonstrations and usage during all pre-arranged appointments.
 - o Students/groups may request additional training as required.
 - o It will be expected that a minimum of 1 weeks' notice be given for all training sessions

Acceptable Use/Projects

The woodshop is a space that promotes design exploration and the production of prototypes. Anything outside of this requires the approval from the Woodshop Supervisor. .

- All standing policies and procedures are followed.
- Only COAD & Art faculty, staff or currently enrolled students may use the woodshop and its equipment AFTER successful completion of required orientations.
- Research, exhibition and commissioned works require department approved paperwork referencing all participants and duration. All proposed works will be completed on the available form.
- All projects (even personal) must be for experimentation or prototyping/research purposes. Production runs (<4) are not within policy and will not be allowed.
- Personal project equipment use cannot interfere with the daily operation of the shop, duties of supervising staff or other users performing course-related work in any way.
- For all personal projects the user will be responsible for providing all consumable materials (fasteners, glue, sandpaper, hardware, tooling, etc.).
- The Woodshop Supervisor has the authority and responsibility to determine whether any such work is permitted on a case-by-case basis.
- For any work not within the acceptable use within the A&A woodshop, such projects should be completed within CoAD 'DFS@ Fab Lab'.

Hours

Typical Semester hours will be posted on the UTK CoAD website and at shop entry points. Hours and access is determined on availability of staff.

There will be no access to anyone outside of posted hours without prior written approval by the Woodshop Supervisor. Approval must be received prior to use and accompanied by a completed 'A&A Afterhours Access Request Form'.

Terms of Afterhours Access

- Use will require supervision by the person/persons who acquired approval for opening the shop
- At 'ALL TIMES' this person will remain present and maintain supervision
- Person/s will be responsible for all actions of 'ALL' shop users during this time
- It will be the requester's responsibility to limit/maintain access to all other users during usage.
- Persons requesting approval will submit an 'After hours Request'
Requests must contain
 - Dates & times of use
 - Intended purpose of use
 - Number of shop users
 - Equipment that will be used
 - Submission must occur no less than 48 hours before intended usage.
- The woodshop supervisor will assess the requesting persons' skills to ensure that they are competent on requested equipment.
- Requestor must be aware and able to enforce all standing shop policies.
- Access at any other time or equipment other than listed will not be allowed.
- Shop access/ Key loans will be on a 'Short Term' basis only.

Shop Occupancy

In order to maintain a safe shop environment, user limits will be enforced. It is the users' responsibility to ensure these numbers are not exceeded. Students working in the woodshop will be required to sign in before every use and sign out before departure. No more than 20 students using equipment at any time within the woodshop.

Cleaning the Woodshop

- Each user is personally responsible for cleanup and tool return.
- After 'EVERY' use, each machine and work area should be cleaned.
- When groups are using equipment, the last person is responsible for cleaning the machine and surrounding work area.
- Students will be required to assist with general shop cleanliness at the end of each day or when deemed necessary.

Students' failure to follow clean up procedures could result in loss of access to the facility.

Incidents

Injury causing Incident

In the event of an injury causing incident, the following procedure must be followed.

- Notify the woodshop staff immediately. Shop staff will follow required procedures
- As soon as the situation is safe, an incident report form must be completed and submitted to the supervisor.
- All incidents must be reported to the woodshop supervisor, the supervisor will meet with the injured person before shop privileges will be reinstated. During this meeting the woodshop supervisor will establish the cause of the incident and to assist with prevention for future accidents.

Non-Injury Causing Incident's

In the event of an incident in which a machine, material or the facility is damaged or an unsafe event the following procedure must be followed.

- All incidents (no matter how minor) must be reported to the woodshop supervisor, the supervisor will meet with the person/s involved before shop privileges will be reinstated. During this meeting the shop supervisor will establish the cause of the incident and assist with prevention for future accidents.

Woodshop User Requirements

- The primary responsibility of the woodshop staff is to ensure the correct and safe operation of the tools, machines and equipment located within the shop space.
- If requested the shop staff may also be able to provide information about construction techniques, joinery, recommend materials and suppliers.
- With inexperienced users or in the case of specialty or high risk operations, shop staff are available to provide assistance. However during high activity periods, the staffs' available time to directly assist may be extremely limited.
- The woodshop is fitted with a dust collection system, this system is to minimize airborne particles and improve shop air quality. If you are using a fixed machine or power tool that requires dust collection, ensure the dust collection system is turned on and the blast gate is open for that particular machine. After turning the machine off, close the blast gate and turn the dust collection off. Some equipment has a dedicated dust collection unit, when using these items, turn the dedicated collection unit on before use and shut off after you are complete.
- Any damage to equipment, blade, bit or tool breakage must be reported immediately to the shop staff.
- Tools located in the tool cabinet may only be used within the shop. Ensure when you are finished with a tool that it is returned to its proper location (not just where you found it).
- To remove tools from the shop, tool check out procedures must be followed. Tools must be signed out and returned within the agreed timeframe. A UT ID must be left behind and will be returned when the tool is. There is a maximum of 24 hour tool check-out.
- Clean up your work area before leaving the shop. Due to limited shop space, users may not be able to leave a project set-up. It is your responsibility to clean up ALL machines that you used, place waste in the appropriate waste container.
- Storage of materials & projects in the Workshop is allowed only on a short term basis (with prior approval from a shop supervisor). Materials and projects left for several days without prior notice will be removed without any notice given. Class projects requiring longer term storage, will only be allowed with supervisors' approval.
- There will be no storage of materials after the end of the semester, all materials will be considered abandoned and disposed of accordingly.
- Personal projects will only be allowed at the discretion of the shop supervisor and during low shop demand times. There will be no allocation for storage or no shop materials will be used for personal projects without approval from shop supervisors. All digital machines will be required to follow additional standing policies.
- Reclaimed or used materials can only be used when approved by the shop supervisors.
- Shop users are required to supply their own consumable supplies. Some items such as brad Nails, staples and PVA wood glue will be available.
- The shop will be cleaned at the end of each semester and all unclaimed items will be removed or become workshop property.

Materials and Supplies

It is your responsibility to supply materials for the completion of projects. There will be limited materials available in the scrap material bins for use, but outside of these, you need to ask permission to use other materials. Remember if you didn't buy it or bring it in, then it is probably not for use. The use of recycled materials is only permissible after clearance by the woodshop supervisor, all other material must be 'new'. The only exception to this is material available from the scrap bins located in the woodshop. Materials that are not common to the woodshop (timber & timber products, acrylic, Plexiglas and rigid insulation foam) or outside of the machines intended purpose. I.E. foam, plaster, resin, fiberglass etc., will also require specific permission from the Woodshop Supervisor, no exceptions.

Personal Property

The Woodshop does not take any responsibility to damage of theft of any materials, projects or personal items bought into the space. It is each users' responsibility to maintain the security of their own items. Any user found responsible for intentional damage or theft to property or student property will lose access to the woodshop and will be reported to the college administration for further disciplinary action (if deemed necessary).

Deliveries

- All deliveries made to the woodshop must be approved by the Woodshop Supervisor.
- No delivery will be accepted without prior approval.
- **You must schedule deliveries between the hours of 8:30am - 5:30pm.**
- Approval must be obtained 1 business day before scheduled arrival.
- Staff will not be responsible for accepting materials, the ordering party or a representative must be present at time of delivery.
- The University is not responsible for any damage and/or loss of materials during delivery.