

Changes to A+A Woodshop & UT Fab Lab procedures

Fall 2020

With current directives and following UT guidelines, our goal is to have the UT Fab Lab & A+A Woodshop open and accessible for members within the College of Architecture. We plan to be open however it will be a bit different than before. Some of the changes will include limiting the number of users at any given time and ensuring the lab remains clean. This will involve implementing capacity limits, scheduling appointments for access and usage, social distancing during appointments and appropriate cleaning protocol before & after use.

Where possible please consider if usage/ trainings are ultimately necessary.

If these items are just scheduled because that is the way it has been historically completed, please consider to delay them. We understand that of this will not be possible, but please consider.

In-person Workshop orientations or having large groups do a project in 1-2 weeks will likely not be possible. Usage and project deadlines may need to be staggered due to shop capacity limitations, additionally, some equipment will be unavailable (locked out) and shop hours have the potential to be less. (we are not aware of worker availability at this time)

Changes implemented for Fall 2020

- No drop-in/walk-in access
- Scheduled use only (open hours yet to be confirmed!)
 - o No appointment, no access!
 - o All appointments are for individuals, not bring a friend.
- All appointments scheduled online
- Doors to remain secured
 - (This is to assist with maintaining user limits and social distancing)
- Some equipment has been disabled to facilitate social distancing.
1 laser in A+A woodshop & 1 laser at the Fab Lab have been disabled
(Down to 3 laser cutters total, from 5 previously available)
- Limited capacity
 - o A+A Woodshop
 - 10 Users (8 shop, 2 laser)
(Staff not included in numbers)
 - o UT Fab Lab
 - Upper Level 12 Users Total
 - Area Specific limits
 - Woodshop- 4 users
 - Assembly Area- 2 Users
 - Rapid Prototyping Area- 5 users
 - Laser Cutting- 1 User
 - Lower Level 6 users
Area Specific Limits (not all simultaneously)
 - Welding- 2 Users (1 user, 1 spark watch)
 - Work Areas- 2 Users
 - Robotics- 6 users

Booking woodshop Appointments

- All bookings will be made using 'Bookkit'
- This system will allow users to see availability and book desirable times
- User lists will be managed for Access (for logging into Bookkit)
 - o Colleges will supply enrolment lists
- Appointments are a requirement for all persons to enter
 - o If faculty need to work with a student/s, they will also be required to schedule the appropriate appointment. (individual bookings for all users)
- The appointment is required to be made by the user, no group bookings!
(allows for contact tracing)
- Appointments are for woodshop access not specific equipment
(note: Laser cutters will have specific calendars)
 - o 'Bottleneck's/waiting may occur for specific equipment, unfortunately, unavoidable. (Did not occur often in the past, hopefully will remain a non-issue)
- Users can see existing bookings and select lower demand times for their appointment.
- Bookings will be first to book gets the appointment (no hierarchy of bookings)
- Users found unnecessarily booking, over booking, not canceling unneeded appointments or generally not using the system appropriately, these issues would be handled by College directors.

Bookkit

- Online based system
- To get started need enrollment details (currently working with both colleges)
 - o Require- First, last, UTK email (excel document, will supply)
- All users will receive an email to activate their account.
(not tied to SSO, so it will be another password to remember/save, sorry!)
- Has session limitations build in
 - o Book 15 minutes in advance
 - o Cannot book longer than 4 hour session
(laser cutting : Max 1 hour sessions (2hr max/day))
 - o Limits are for all calendars, not for one specific calendar
 - Cannot book max session on one calendar and jump to another session immediately on another calendar.
 - Limits are session limits, where a break must then be taken.
 - Daily limits exist and are communicated within Bookkit

Orientations

Orientations have historically been held in person & conducted in groups of 12-24 persons. With the current health crisis, following University guidelines and social distancing these are no longer appropriate. At first, we considered completing these in smaller groups and following social distancing, however Jeremy would still be in contact with close to 200 students in the first 4 weeks. Let alone how many sessions this would be, it would tie up the woodshop (no access) for the first 4 weeks minimum.

- As a result, for this period we will be conducting digital orientation sessions.
- Currently making digital Content
- Jeremy and/or Nick will then host a zoom session with classes
 - o Play videos and be available for Q&A during zoom
- When arriving for first time use,
 - o Students will communicate this is in fact their first time using the shop
 - o Students will receive the extra assistance they need on specific tasks (not entire shop!)
- This is to minimize contact, in-person group trainings just are not possible.