
Art+Design 3-D Laboratories - Procedures, Policies and Safety Regulations

School of Art+Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. The 3D labs are located in rooms 12, 20, 32, 40 and have various power and hand tools used for three-dimensional modeling tasks.

Procedures and Policies

Entering and Using the 3-Dimensional Fabrication Laboratories (shops)

Activities within the labs and use of Art+Design resources are restricted to educational pursuits and class work only.

In order to provide a safe environment, access to the 3D labs is strictly controlled and activities are monitored for your safety and security.

Students are provided limited access to the labs following orientation in the use of equipment and by passing a mandatory safety test.

Some 3D Labs will be unavailable during times when they are scheduled for class use.

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 labs. **YOU MUST SWIPE YOUR *i-Card* AT LAB 12, 20, 32 or 40 DOOR EACH ENTRY.**

YOU MAY NOT USE ANOTHER PERSON'S ACCOUNT AND YOU CANNOT AUTHORIZE ANYONE TO USE YOUR *i-Card* OR ACCOUNT PRIVILEGES.

YOU CANNOT BRING VISITORS or guests into the labs and YOU SHOULD NOT OPEN THE DOOR FOR OTHERS TO ENTER WITHOUT *i-Card* SWIPING.

SOME LAB ENTRANCE DOORS WILL SOUND AN ALARM IF HELD OPEN TOO LONG.

***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.

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.

Any glued objects left to dry in the shop should be marked with the owner's name and the date when glued. Machines are not to be used for any gluing operations.

Return all tools to their proper storage areas and never attempt to remove or "borrow" tools for use outside of the laboratories.

Report any broken or malfunctioning equipment immediately to a staff member or in the online Labnotes forum for 3D labs.

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.

General Safety Regulations

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

Never work alone.

Familiarize yourself with locations of fire extinguishers, first aid kits, and emergency phones. Each room has an emergency phone. Dial 9-911 in case of emergency.

Do not operate any piece of equipment until you have received an orientation about that specific machine, and you are thoroughly familiar with its 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.

Electrical equipment should never be used near water.

Always turn on dust collection devices when provided for operations or machinery.

Wood containing nails, concrete, paint or other foreign matter may NOT be cut, sanded, or otherwise machined in the 3D Labs.

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.

Proper attire is required when using any 3D Fabrication Laboratory

Closed-toed shoes must be worn in the labs.

Tie back long hair, secure loose clothing, and remove neckties and loose jewelry.

Protective eye wear 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 otherwise distract anyone who is operating equipment.

Headphones or portable stereos may not be worn while working in the 3D labs.

Do not operate power equipment if you have taken medication that can make you dizzy, drowsy, or otherwise impaired.

Inform your instructor or the lab supervisor if you have a condition that requires special accommodations.