D-Shop Rules

"A tidy shop is a joyous thing" – D. Nagle

D-Mystify: Get trained

1. Training is required before using any powered tools and testing equipment—see a D-Lab instructor, D-Shop staff, or your project mentor to get trained.

2. If you don't know how to use something, ask for help. The D-Shop staff is highly trained and can assist you with most fabrication processes (or they know someone who can!).

D-Fense: Avoid Injury

1. Familiarize yourself with the location of the safety equipment in D-Lab: the first aid kit, fire extinguisher and telephone.

2. There must be at least two people in the D-Shop whenever you work. The second person need not be involved in the work/project, but should be aware of how to get help in case of an accident (dial 100 from the D-Lab phone).

3. Know how to use the emergency stop buttons on all the power tools.

4. Be sure that you use the machine tools at the appropriate speed or feed rate for the material that you are cutting. There are tables near the tools to guide you in this. If you are unsure of how to adjust the machines, get help.

5. Use eye protection at all times.

6. Do not wear loose clothing, scarves, jewelry, rings, or long loose hair while working. They can easily get caught by machines, especially power drills.

7. Don't wear sandals or flip-flops or open-toed shoes.

8. Be sure to use the fume hoods if you need to use noxious chemicals in D-Shop. These include but are not limited to:
   a. spray paint
   b. pipe cement
   c. ABS and PVC adhesives
   d. acetone
   e. solvents
   f. paint thinners.

Please ask if you are unsure about any safety procedure!

D-Scribe: Report any broken tools, accidents or injuries

1. Report broken, damaged, dull, or worn tools to the D-Shop manager. Leave the tool and a note describing the damage on Dennis' workbench if he is not present.

2. Report any injuries or accidents to Amy, Victor the D-Shop manager.

D-Clutter: Clean up after yourself; workspace is very limited.

1. Always clean up your workspace/bench/table or any common space you have used whenever you leave the lab for more than 20 min.

2. Put tools and equipment away when you are finished using them. Do not keep tools in project boxes!

3. Put away all unused materials. Label any materials that you want to reserve for your project.

4. Use your team's labeled project boxes and counter and cupboard space to store your project materials.

5. Clean up debris: sawdust, shavings, filings, water, dung, etc.

Please be respectful of others people's projects!

D-Lab has many unique resources, don't assume anything is junk!
Please don't take things that aren't yours without asking.

I, _____, have read, understand and agree to abide by the above shop rules.

Signed: _____   Date:_____

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