To: All Architecture Students  
From: John Hunter and Bill Tansley  
Re: Architectural Laboratory Policies and Standards For Shop Use

The Architectural Laboratory Systems consists of two separate and distinct Shops. The 1st is a full-service shop located behind Frick Chemistry and in front of Jadwin Gymnasium off of Washington Road known as the Architectural Laboratory (commonly known as the Arch Lab). It is a scheduled, by-appointment-only, facility for Undergraduates but is available for unsupervised use by Masters level students Monday – Friday from 9:00 AM – 4:30 PM. **Advanced scheduling for the Arch. Lab will be required if assistance is needed!**

The 2nd is the full-service School of Architecture Laboratory (commonly known as the SoA Lab) located in the basement of the School of Architecture.

Below you will find both Shop’s revised policies and standards for usage:

- The School of Architecture Laboratory’s (SoA Lab) normal hours of operation is 9:30 AM – 12:00 AM, Monday – Thursday; 9:30 AM – 9:00 Fridays; and, 10:00 AM – 5:00 PM, Saturdays and Sundays. All Masters level students have unsupervised access for all equipment during these times, except for those pieces of equipment that require Shop personnel oversight – specifically the SawStop table saw and the Craftsman radial arm saw. The Architectural Laboratory (Arch Lab) is available for unsupervised work Monday – Friday from 9:00 AM – 4:30 PM for Masters level students only. It is **REQUIRED** to call ahead to schedule times to work at the Architectural Laboratory (Arch Lab) during these hours, **if assistance is needed**, so that staff coverage can be arranged, as the Laser Cutters and on-going work in the SoA Lab require supervisory staff to be at the School of Architecture.
- The SoA /Arch Lab phone number is 609-258-3739. E-mail addresses for Supervisory personnel are available in the School Handbook.
- Use of the any shop portion of the Lab is dependent on being an enrolled student of Princeton University’s School of Architecture.
- **All Undergraduate students must be supervised at all times when using any equipment and can only utilize equipment during normal Lab hours!**
- You must complete the SoA /Arch Lab mandatory shop orientation and receive and become familiar with the Shop Safety Manual before you have user privileges.
• Shop privileges can be revoked for any unsafe or dangerous shop usage – See Safety Manual for examples.

• There are 2 types of equipment - supervised and unsupervised. Supervised can ONLY be operated under strict supervision and at the discretion of Supervisory personnel. Unsupervised can be operated upon completion of shop orientation; becoming familiar with Safety Manual; and familiarization of operation and nomenclature of the equipment with Shop Supervisory personnel. Undergraduates are required to be supervised at all times.

• ALWAYS ASK SUPERVISORY PERSONNEL IF UNSURE OF PROCEDURE OR OPERATION OF EQUIPMENT!!

• There are 3 precepts by which Shop Supervisory personnel operate under:
  1. We will do as much, or as little, of the physical processing of you material as you want us to do.
  2. We will assist with the assembly of your project. Assist means you must be there!
  3. WE DO NOT DESIGN!!

• For all work of a personal nature, not related to course or faculty work, there is a $50.00 shop usage fee that must be paid to the S.o.A. Administrative office located at Room S-110.

• Most supplies in the supply bins are free for student use, but please check with Shop Supervisory personnel prior to taking anything.

• Notify Shop Supervisory BEFORE ordering any material for delivery.

• Please see Shop Supervisory personnel about any supply needs as they may be able to make acquiring of such supplies easier for you!

• The School of Architecture Laboratory Systems makes every attempt to assist students with material procurement, but delivery; acceptance of delivery; payment; and transport are the students’ responsibility.

• The Architectural Laboratory Staff are not responsible for any delivery or transport of materials ordered by students.

• Label all on-going projects and supplies and store neatly where the Shop Supervisory personnel direct you to.

• Respect other students’ projects and supplies!

• Remember, clean-up is a part of any project and is all Shop User’s responsibility!!!

While this list is not exhaustive, it does give you the general parameters of which we operate. We encourage any questions in regards to the SoA / Arch Lab and our only wish is for a safe, productive and enjoyable experience in regards to your projects. Please see the Shop Safety Manual on specifics in regards to types of equipment and examples of use.