The SoA Laboratory, located in the basement of the SoA, is available for architectural school-wide projects and independent work throughout the academic year. This complete machine and assembly shop contains 1,200 square feet of space and is open days, evenings, and weekends. It houses all the school’s computerized equipment. Hours of operation are 9:30 am – 12:00 am, Monday – Thursday; 9:30 am – 9:00 pm, Fridays; and, 10:00 – 5:00 pm, Saturdays and Sundays.

The Architectural Laboratory is a separate unsupervised shop available for masters level students use weekdays from 9:00 am – 4:00 pm. The facility is supplied with full woodworking capabilities, welding and milling equipment, lathes, sheet-metal machines and a variety of hand tools. Special arrangements are made for weekend use.

All undergraduate students must be supervised at all times at either location. John Hunter is the Senior Laboratory Technician of the Architectural Laboratory Systems and any questions in regards to shop use should be directed to him.
Shop Goals:

Safe place to explore talents and materials  
Safe place to learn new skills and proper safe habits  
Safe place to develop and construct projects

Shop Motto:

Learn by doing

Shop facilities may be used by:

School of Architecture students and faculty only
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Shop User Safety Agreement

Shop User Safety Agreement (shop copy)
What Is Safety?

Safety, though difficult to define because it is an attitude, can be described as “the minimization or elimination of injury and loss resulting from non-deliberate acts such as accidents.” Failure to develop proper, safe attitudes, habits and skills is the real culprit of accidents.

Policy and Procedures

Eye Protection

Eye protection is safety glasses that are supplied to and must be worn by all students on equipment requiring eye protection. Safety glass stations are located throughout the facility, please see shop personnel if you cannot locate them. (Non-tinted, plastic lens prescription glasses will suffice.) Lens cleaner is available in the shop office. Failure to wear eye protection will result in loss of shop privileges:

- First offense: Warning.
- Second offense: Loss of shop privilege for 48 hours.
- Third offense: Loss of shop privilege until meeting with the shop manager.

Safety Class Requirement

Every student wishing shop privileges must satisfactorily complete all required shop safety courses before they become a shop user. All shop users must have a valid ID card and sign "in" and "out" of the shop facility (procedures are posted in the shop).
Injury-Causing Accidents

In the event of an injury-causing accident such as bad cuts and falls, the following procedures must be followed:

1. Notify the shop supervisor immediately! Shop personnel will follow established procedures. Do attempt to move injured party. Do not attempt first aid unless you are a certified EMT.
2. All personal injury accidents require a meeting between the injured person and the shop manager before shop privileges will resume. The purpose is to determine the cause of the accident for the prevention of future accidents.
3. In the event of accidents resulting in machine damage, material “kick-backs,” jamming, or other unsafe events, the following procedure must be followed:

   A meeting is required between the person involved in the accident and the shop manager before shop privileges resume.

Minor injuries such as cuts, splinters, abrasions, etc. can be treated by affected party or with the assistance of shop personnel through the first aid kits located throughout the facility. See supervisory personnel for locations.

In order to maintain a safe shop environment strict user limits are enforced. Therefore, faculty should always schedule their shop related projects with the shop manager, at the semester’s start. The following are user limits:

0 to 20 students*: Requires one shop supervisor.
21 to 30 students*: Requires two shop supervisory personnel.
31 to 40 students*: Requires three shop supervisory personnel.

*These are only guidelines; the supervisor may restrict access at his or her discretion.

More than 40 students are not allowed in the shop at any one time. Exceptions may be scheduled with the shop manager with adequate notice and if additional supervisory personnel are available.

Cleaning of the Shop Facility

Shop users are responsible for clean up in the shop.

1. Each student is personally responsible for clean up and tool return.
2. Each student is required to assist in a general clean up of the shop at the end of the day or when deemed necessary by shop supervisory personnel.

Students failing in their clean-up responsibilities:
   First offense: Warning.
   Second offense: Loss of shop privilege for 48 hours.
   Third offense: Loss of shop privilege until meeting with administration.
Storage of Supplies, Equipment & Models

Storage of any supplies, equipment and models is on a temporary basis. All materials must be marked and the Shop assumes NO RESPONSIBILITY for their safety or welfare. If on-going projects or supplies are left unattended for too long (up to the discretion of Shop supervisory personnel) you will be contacted to remove said materials or models immediately. Failure to do so will result in the disposal of said items.

Shop Hours of Operations

Monday – Thursday  
9:30am –12:00 am

Friday  
9:30am –9:00 pm

Saturday and Sunday  
10:00am–5:00pm

If the School is closed, so is the Shop (with the exception of Saturdays).
General Safety Rules

1. By law, every person is required to wear eye protection in the shop.
2. **All undergraduate students must be supervised at all times.** Masters level student can operate unsupervised equipment as long as the Shop is opened.
3. All accidents, even if very small, must be reported to your instructor/shop supervisory staff on duty.
4. A safe attitude will protect you and others.
5. Remove all rings, wristwatches and necklaces before operating machinery.
6. Never wear loose clothing - tuck in shittails, etc.
7. Tie back/up long hair when operating machinery (rubber bands are available).
8. All safety guards must be kept in place while operating equipment.
9. Use equipment for its intended use. If in doubt, ask for help.
10. No one should use equipment until he or she has received proper and safe instruction and feel comfortable with its operation.
11. Do not use plaster on any power machines. (Hydrocal)
12. Dry grinding of any masonry products, such as concrete, plaster of paris, etc., is prohibited on University property. If grinding is necessary, you must consult with the shop supervisory staff to determine the appropriate procedures and personal protective equipment that should be utilized.
13. Always keep your eyes on your fingers, ear tuned to the sound of the machine and nose tuned to the smell of smoke.
14. Never talk to someone who is operating a machine.
15. Operator never talks to someone while operating a machine.
16. Make sure machines are in the “off” position and motion has stopped.
17. Make sure machine’s work surface is clean, unobstructed and ready for use.
18. Clean up your mess! Wipe up all spilled liquids. Pick up your materials. Sweep up any loose debris.
19. If you have made an adjustment on a piece of equipment, return it to its normal position after you are finished.
20. Never make an adjustment with the red knobs.
21. Students are not to attempt repairs to any equipment that is broken. Notify shop manager or student assistants for help.
22. Do not use broken or damaged equipment; report immediately to manager.
23. Follow all special and regular safety rules for operation of equipment.
24. Dispose of solvents, finishes, chemicals, and other hazardous materials of any kind in the proper containers.
25. Return all tools to their proper storage place after using.
26. If you are unsure of the operation of a piece of equipment, read the safety manual and ask for help from your shop manager or student assistants.
27. Think - practice and develop good, safe habits.
28. Respect the rights and property of other students.
29. Horseplay, running, yelling and/or fighting are absolutely forbidden in the shop.
30. Be thoughtful and helpful towards others in the shop.
31. Stack and store projects carefully in assigned areas.
32. No used lumber!
33. Headphones are prohibited in the shop.
34. No smoking in the shop or the hallway outside the shop. Outdoors is the only permitted place. Please pick up your cigarette butts.
35. These rules are meant to protect you from injury; please obey them.
Portable Electric / Battery Tools

Design Function

1. Hand-held portable tools have specific functions. Check to be sure you have the correct tool for the job.
2. Treat all portable tools with the same respect as any power tool.

Safety

Eye protection is required at all times - Please get from safety glass station nearby. 
Do not talk with observers while operating machines.
Keep work area near hand tools clean and junk free.
Use the right tool for the job.
Do not abuse electric cords.
Keep hands clear of machine path.
Secure work to bench when using electric hand tools.
Do not over reach with electric hand tools.
Make all adjustments on the tool with the power cord unplugged.
Remove wrenches and check keys after adjusting.
Do not carry plugged in tools with finger on power switch.
Use only grounded extension cords.
Keep guards in place and working properly.
Keep hands away from cutting portions of tools.
Seek help if you are unsure of tool operating procedures.
Unplug, clean and put away idle tools or when finished using tools.
Woodworking

Wood is classified as either hardwood or softwood. Hardwood comes from deciduous trees with broad leaves, trees that shed their leaves at the end of the growing season. Softwood comes from the evergreen or needle bearing trees. Within the range of hard and soft woods, each grouping has a range of hard and soft woods. For example, basswood is a very soft wood it has broad leaves that sheds thus making it a hardwood - the same as ash. However ash is a much harder wood. Conversely, yellow pine has needle like leaves and does not shed them. Yet it is harder than basswood. You will learn that in each classification of woods there is a range from soft to hard.

Woods are challenging to work with, there is a distinct grain pattern, a range from hard and soft, open or closed grain and moisture factor that must be dealt with before you will be successful in building a project.

Band Saws

**THIS IS A FREE HAND MACHINE!**

**Design Function**

1. Cutting freehand curves.
2. Ripping stock into thin strips.
3. Cross cutting or ripping stock.
4. Cutting circles.
5. Cutting wood or plastic.

**Safety**

*Eye protection is required at all times - Please get from safety glass station nearby.*

*Do not talk with observers while operating machines.*

*ALWAYS MAINTAIN A 3” MARGIN OF SAFETY.*

Make all adjustments with the power off.

Adjust the upper guide to about 1/8” above stock.

Allow saw to reach full speed before beginning cut.

Hold stock flat on table top.

Do not cut stock that does not have a flat surface.

Feed stock only as fast as teeth will remove material.

Avoid backing out of cuts when possible.

Plan relief cuts in advance - cut first.

Do not make turns too tight – listen for blade twisting.

If “clicking” noise is heard, **SHUT OFF POWER - BLADE IS CRACKED.**

Stop machine and blade before removing scrap pieces.

Before cleaning and leaving machine - shut off, stop blade.
### Belt / Disc Sanders

**Design Function**

1. For wood up to 6" long.
2. For sanding surfaces or edges.
3. For rounding or shaping edges.

**Safety**

Eye protection is required at all times - Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Make sure belt is tracking correctly; this adjusts the belt while sander is running.
Make sure disc or belt is not loose or torn.
Keep hands away from abrasive surfaces.
Do not sand stock if it is ¼" or less in thickness.
Sand with grain of the wood.
Never wear gloves or hold the work with a rag when sanding.
Always sand on downward side of the disc to keep the piece on the table.
Shut off power. Wait for machine to stop before cleaning and leaving the machine.

### Drill Press

**Design Function**

1. Cutting holes in wood, metal or plastic (using the proper cutter).
2. Drilling to depth or through stock.
3. Accessories are available for specialized work: mortise joints, etc.

**Safety**

Eye protection is required at all times - Please get from safety glass station nearby.
Do not talk with observers while operating machines. Tie hair back and remove all jewelry/loose clothing.

General Rule: **The larger the bit, the slower the speed.**
Change variable speed with motor running.
Make all other adjustments with power off.
Securely lock all bits into the chuck.
Always remove chuck key before starting the drill.
Have wood plate on metal tabletop.
Adjust table or depth stop to avoid drilling into table.
Hold material to be drilled securely.
Plastic and metal must be clamped. When making deep cuts, pull bit back to clean out hole.
Shut off power; remove bit, and clean machine when finished.
**Jointer**

**Design Function**

1. For shaving edges smooth.
2. For squaring edges of stock.
3. Edge grain only (not for flat surface).

**Safety**

*Eye protection is required at all times- Please get from safety glass station nearby.*

*Do not talk with observers while operating machines.*

Do not run stock through unless it is at least 12 inches long.

Depth of cut is preset to 1/16”.

If the stock is below top of fence, you must use a push stick and push paddle.

Do not run used or painted stock through jointer.

Push stock through slowly to prevent ripples or tearing.

Do not adjust rear table.

Guards should be in place and used at all times.

Feed work through so knives cut “with” the grain.

Maintain a 4” margin of safety between you and the knives.

Make sure cutters have stopped before cleaning and leaving the machine.

**10” Compound Miter Saw**

**Design Function**

1. Making cross cuts.

**Safety**

*Eye protection is required at all times- Please get from safety glass station nearby.*

*Do not talk with observers while operating machines.*

Do not remove or hold guards up while operating machine.

Make all adjustments with the power off.

Start saw, pull out, push down, and push in.

Never use the machine with the arms crossed, the machine can be used with the left or the right hand. If you are a “rightie”, you can operate with your “southpaw”.

Tuck thumb in tight to index finger.

Stop operating immediately if you smell smoke.

Wait until blade has stopped before removing material from machine.

On the Makita 12” there is a 6-inch minimum length.

On the Hitachi 8 ½” under 6 inches is ok, but must use temporary fence.
Oscillating Spindle Sander

Design Function
1. For sanding edges and inside corners.
2. For rounding and smoothing.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Keep hands away from abrasive surfaces.
Never wear gloves or hold work with a rag when sanding.
Select appropriate drum size for the job.
Change table insert to accommodate drum.
Hold stock firmly to table for best results.
Shut off power, wait for machine to stop before cleaning and leaving.

Router Table

Design Function
1. Wood only.
2. Rolling edge.
3. Creating decorative cuts.
4. Cutting dado grooves.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Feed stock from appropriate direction for work – check machine instructions.
Use extreme caution when routing through knots.
Keep fingers well away from bit.
Keep stock moving.
Hold stock firmly down to the table.
Hold stock tightly against fence.

Scroll Saw

THIS IS A FREE HAND MACHINE!

Design Function
1. Making fine / small scroll designs.
2. For cutting wood ½ inch or smaller.
3. For cutting plastic 1/8 inch or smaller with slow speed.
Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.

This is a “free hand” machine.

Adjusting the blade:
a. Loosen tension to “0”.
b. Loosen top thumbnut on blade.
c. Lift head & place material over blade.
d. Lower head and place blade under thumb nut and tighten.
e. Tighten tension to “5”.
f. Saw is ready to use.

Make sure blade teeth are pointing down.
Keep “hold down” foot tight to work.
Note, “hold down” foot is also a blade guard.
Keep finger out of line of cut.
Feed stock slowly and hold firmly to table.
Turn off machine and clean area.
Use ½” stock wood or smaller only.

Table Saw

THIS NOT A FREE HAND MACHINE!

Design Function
1. For straight cuts only.
2. For ripping or cross cutting stock.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.

NOT a free hand machine.
Make all adjustments with the power off.
Use fence when ripping - NEVER cut freehand.
Use miter gauge when cross cutting - NEVER cut freehand.
Hold work firmly against fence or miter gauge.
Right and left hand pushes to front of the guard.
Remove left hand continue to push with right hand to back of guard.
Set blade so that it extends only ¼” above stock.
Stand to one side of operating blade.
Do not reach across operating blade.
Keep hands at least 4” away from blade when cutting.
Always use a push stick to clear scraps from cutting table.
Move rip fence out of the way when crosscutting.
When ripping, push stock between blade and fence.
Push stock beyond the saw blade when cutting.
Shut off power. Wait for blade to stop. Then remove the scraps.
Always lower blade below table when finished.
Wood Lathe

Design Function

1. Turning symmetrical pieces.
2. Creating original profiles on turned stock.
3. Creating bowls, platters and goblets.

Safety

Eye protection is required at all times—Please get from safety glass station nearby.
Do not talk with observers while operating machines. Tie hair back and remove all jewelry/loose clothing.
Change variable speed with motor running.
Make all other adjustments with the power off.
Guards should be in place and used at all times.
Adjust tool rest height appropriately to center of the work.
Keep tool rest as close to the work as possible.
Rotate work by hand to check clearance before starting.
Examine piece for flaws, test glue joints before starting.
Remove tool rest before sanding or polishing.
Double check setup before turning power on.
When roughing off:
   Do not jam tool into work piece.
   Do not make cut too big a cut.
Disengage index pin before starting lathe.
Turning between centers:
Make sure all tailstock is snugged to work and locked.
Lubricate tailstock center if it is not ball bearing type.
Check that screw fasteners do not interfere with tool at the finish dimension of the work piece.
Shut off power and clean.
Always operate lathe at the prescribed speeds.

<table>
<thead>
<tr>
<th>DIAMETER OF WORK</th>
<th>ROUGHING OFF</th>
<th>GENERAL CUTTING</th>
<th>FINISHING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 2” diameter</td>
<td>900-1300 rpm</td>
<td>2400-2800 rpm</td>
<td>3000-4000 rpm</td>
</tr>
<tr>
<td>2” – 4” diameter</td>
<td>600-1000 rpm</td>
<td>1800-2400 rpm</td>
<td>2400-3000 rpm</td>
</tr>
<tr>
<td>4” – 6” diameter</td>
<td>600-800 rpm</td>
<td>1200-1800 rpm</td>
<td>1800-2400 rpm</td>
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<tr>
<td>6” – 8” diameter</td>
<td>400-600 rpm</td>
<td>800-1200 rpm</td>
<td>1200-1800 rpm</td>
</tr>
<tr>
<td>8” – 10” diameter</td>
<td>300-400 rpm</td>
<td>600-800 rpm</td>
<td>900-1200 rpm</td>
</tr>
<tr>
<td>Over 10” diameter</td>
<td>300 rpm</td>
<td>300-600 rpm</td>
<td>600-900 rpm</td>
</tr>
</tbody>
</table>

Turn off machine when finished.
**Biscuit Joiner**

**Design Function**

1. Cut slots in wood for biscuit joint.

**Safety**

*Eye protection is required at all times. Please get from safety glass station nearby. Do not talk with observers while operating machines.*

**Disc Sander**

**Design Function**

1. Sanding of wood or plastic.
2. Excellent for small pieces (under 6 inches in size) and smaller.

**Safety**

*Eye protection is required at all times. Please get from safety glass station nearby. Do not talk with observers while operating machines.*

Do not wear gloves while operating this machine.
Place work piece on downside of disc.
If sanding angles, adjust disc to proper angle.
Hold tightly to table and push in disc.
Push lightly into disc or you will experience burning.
**Metal Working**

Metals are common, easily available materials at your disposal for architectural projects. Metals provide opportunities for bending, forming, welding, and brazing that wood may not allow. Being aware of metal working capabilities in the shop can open up a whole new world of possibilities in designing and building projects.

In addition to welding and bending, the shop has machines for cutting and shaping metals. These tools are the milling machine, metal band saw, metal-lathe and sheet metal cutter. A wide variety of reading material on metalworking is available in the shop office. In addition, every semester, or upon request, there are welding classes. The staff is also available for questions and help.

**Electric Arc Welding**

**Design Function**

1. For joining metals together.
2. For adding metal from an electrode to build up a joint.

**Safety**

*Eye protection is required at all times. Please get from safety glass station nearby.*

*Do not talk with observers while operating machines.*

Wear special protective helmet with visor for welding – see supervisory staff for location.

Use the proper electrode for the job.

Wear heavy-duty protective gloves when welding – see supervisory staff for location.

Avoid contact between ground attachments and electrode.

Use pliers to handle hot metals.

Never change polarity while Arc Welder is under load.

Do not weld near flammable materials.

Always keep electrode in your line of sight.

Do not weld while standing on a wet floor.

Turn welder off after use.
Metal Band Saw

Design Function

1. For cutting solid or hollow non-ferrous metals (brass, aluminum, copper, etc.).
2. For straight cuts.
3. Can be used for freehand work on thin metals.
4. Can be used in upright position.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Make all saw adjustments with power off.
Adjust blade guides prior to use.
Stop saw before putting in or removing stock from vise.
Always have stock firmly clamped.
Make sure blade is not touching stock when turning power on.
Keep hands and fingers away from blade when saw is running.
Never let saw blade drop on the work piece.

Metal Lathe

Design Function

1. For turning metal or plastic.
2. For turning stock symmetrical about a point.
3. For creating original profiles on turned stock.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines. Tie hair back and remove all jewelry/loose clothing.
It is recommended that you wear a face shield – see supervisory staff for location.
Not a free hand machine.
Make all adjustments with power off.
Use recommended speeds for material being turned – see chart on lathe.
Guards should be in place and in use at all times.
Adjust tool rest height appropriately (approximately center of stock).
Keep tool rest as close to work as possible.
Double check set up before turning power on.
Rotate work by hand to check clearance before starting.
Be sure to use correct cutter for the job.
GENERAL RULE: The harder the material, the slower the speed.
Shut off power and clean lathe before leaving.
**Bridgeport Milling Machine**

**Design Function**

1. For making accurate inside or outside cuts in metal and plastics.
2. For surface metals and plastics.
3. For cutting gouges, dadoes, and grooves in metal.
4. For drilling in metal or plastics.

**Safety**

Eye protection is required at all times- Please get from safety glass station nearby.

*Do not talk with observers while operating machines.*

Not a free hand machine.

Always keep loose clothing away from work area.

Stop machine before removing waste.

Never reach by a rotating cutter.

Make sure cutter is properly installed.

Tighten all adjustments Just Snug Only.

**Sheet Metal Shear**

**Design Function**

1. Cut sheet metal up to 16 gauge thick.
2. Cut sheet metal.
3. Cut sheet metal at angles.

**Safety**

Eye protection is required at all times- Please get from safety glass station nearby.

*Do not talk with observers while operating machines.*

Do not remove or readjust any guards.

Wear gloves because edges are sharp – see supervisory staff for location.

DO NOT cut wire or rod on machine.

Clean area when finished.
Sheet Metal Break

Design Function

1. To bend sheet metal up to 16 gauge thick.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Wear gloves because edges are sharp – see supervisory staff for location.
DO NOT bend wire or rod on this machine.
When finished replace all parts if you have readjusted the machine.
Clean area when finished.

Sheet Metal Roller

Design Function

1. To roll sheet metal.
2. To make cones.
3. To make cylinders.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Wear gloves because edges are sharp – see supervisory staff for location.
DO NOT roll wire or rod on this machine.
Clean area when finished.
Wire Feed MIG Welder

Design Function

1. To fuse metal together.
2. To join metals by applying heat and using a filler metal.

Safety

Eye protection is required at all times. Please get from safety glass station nearby.
Do not talk with observers while operating machines.
Special eye protection is required while welding.
Gloves are required at all times—see supervisory staff for location.
Protective clothing (what should be worn while operating this machine):
  - Long sleeves - you supply and wear.
  - Long pants - you supply and wear.
  - Leather shoes / or use spats - provided.
  - Leather apron - provided.
Set up material to be fused on table.
Connect ground to table.
Set up and proceed per instructions in Welding Safety Class arranged with Shop Supervisor.
Shop User Safety Agreement

I, ___________________________________________________________ (printed name) the undersigned, a student in the School of Architecture, agree to follow all safety rules and procedures and agree to the statements below. I have:

- Successfully completed the 1 hour Safety Orientation Course.
- Had shop policies and procedures explained to me.
- Received demonstrations on all the major machines.
- Been instructed to ask for help on any machine with which I am not familiar. I will not operate any machine without such instruction.
- Received a pair of safety glasses. I will be responsible for wearing eye protection at all times in the shop facilities.

Date: __________________________________________________

Signed: ________________________________________________________________________

Shop Safety Instructor:

Signed: ________________________________________________________________________
Shop User Safety Agreement

(Shop Copy)

I, ___________________________________________________________ (printed name) the undersigned, a student in the School of Architecture, agree to follow all safety rules and procedures and agree to the statements below. I have:

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Date: __________________________________________________

Signed: ________________________________________________________________________

Shop Safety Instructor:

Signed: ________________________________________________________________________