

Student Machine Shop

(Room B078 Malott Hall)

Access:

This shop facility is available for use by students, faculty, and staff in the Departments of Physics and Astronomy and Chemistry. Students will require a faculty sponsor. An access code can be obtained by bringing a signed copy of this document, which outlines the rules for shop usage, to the Physics Machine Shop in room B072 Malott Hall. The Physics Office, room 1082 Malott Hall, will supply the access code after the applicant has completed the shop training requirements.

Safety Rules:

Eye protection (safety glasses, goggles or facemask) must be worn at all times.

Remove rings and jewelry and tuck in loose or dangling clothing or hair.

During normal working hours inform shop personnel in room B072 that you will be next door. After hours, inform a colleague or someone else who will check on your status.

Leave the door to the main corridor **OPEN** while using the shop.

Never leave a machine running unattended.

Never start or stop a machine for someone else.

Never take your hand off of a chunk wrench while the tool is in the chuck of a machine.

Securely clamp down your work before performing machining operations.

Do not use tools for other than their intended purpose.

Do not handle hot metal or the metal chips that are produced in machining operations.

If you have any questions about the use of the equipment, ask for instructions from the instrument makers in room B072

Other Rules and Responsibilities:

You must first consult with shop personnel in room B072 before using any machine or tool that you are unfamiliar with. First time users of the shop must undergo a training session before being authorized to receive an access code.

Tools must not be removed from the shop.

Tools must be returned to their designated location after use.

Any damaged machinery or hand tools should be reported to shop personnel in room B072.

Machinery and other tools should be cleaned after use.

The shop floor and bench tops should be cleared of debris after use.

Research or class projects should not be stored in the shop unless shop personnel in the main shop give permission.

Name: _____

Signature: _____ Date: _____

Faculty Sponsor (for students): Name: _____

Signature: _____