

IDC Shop Usage Rules & Agreement

The IDC shops are open to all IDC staff, researchers, affiliated programs, and students taking IDC based classes, and Edgerton clubs and teams. Basic safety training is required for everyone before working in the shops. Certain machines require supplementary training. Contact shop staff if you are unsure about tool or shop usage.

The IDC shops are shared by many users and maintaining a safe, clean, productive environment is everyone's responsibility. In serious instances of theft, injury, or abuse shop camera footage may be reviewed. While working in the IDC shop spaces users agree to follow these rules:

- Only authorized users may work in the shop
- Where applicable specific tool training is required before use
- Do not use equipment when tired, under the influence of drugs or alcohol, on prescription medication, emotionally upset
- Never work in the shop alone
- Tie back long hair, remove jewelry and other loose items
- Wear shop appropriate clothing, no dangling flowing clothes, long sleeves etc
- Wear closed toed footwear that provides good traction and protection
- Safety glasses or prescription glasses with safety rated lenses are required in the Wood and Metal shop
- Hearing protection is strongly recommended when power tools are in use
- Never leave tools running unattended, especially laser cutters
- Leave tools and tables clean and ready for the next user. No glue directly on tables
- Toxic materials are forbidden, ask shop staff if you are unsure about a material
- Put away hand tools, cutters, and unused consumables when you are done with them
- If leaving a project unattended, mark it with a note saying when you will reclaim it
- Report malfunctioning machinery, missing parts, and dull blades/tooling to shop staff
- Always operate machinery with all safety guards in place
- No eating/drinking in Metal and Wood shop
- Report all injuries to shop staff

I understand and agree to abide by these rules:

Name_____Date_____

