

# Caltech Student Shop Rules

## Consequences of Noncompliance

These rules are created to provide for your safety and to allow the smooth running of the shop for its many members. Failing to abide by these rules may result, at the option of the Student Shop Board, in your expulsion from the shop, revocation of shop access, and forfeiture of your remaining dues for the year. If you are expelled, your access to the shop will be immediately revoked. Any violation of the rules is also a violation of the Honor Code and will be treated accordingly.

## 1. Membership and Use of the Shop

- 1.1 No minors (under 18 years of age) shall be allowed in the Shop at any time.
- 1.2 No member shall lend or transfer his or her access to anyone else.
- 1.3 Members must clean up after their work, and must put away all tools used. If you must leave your work out for a short time, leave a note with your name, immediate contact information and estimated time of return (See also 3.4).
- 1.4 Members must provide a valid JPL or Caltech email address. This is to ensure that a) members are valid members of the community and not temporary contractors and b) that members can be contacted if necessary.
- 1.5 No work may be performed on the docks, walkways, or in the parking lot during CIT business hours.
- 1.6 All members/users of the shop are responsible for checking the equipment prior to use to ensure personal safety. They are also responsible for letting the foreman know if anything needs fixing. All members/users agree not use equipment in need of repairs.
- 1.7 All members/users of the shop are responsible for notifying the foreman of known misuse of Shop/equipment and any other issues (i.e. messes, spills, dirty equipment, etc.). The member is encouraged to clean up the mess if it is non-hazardous.
- 1.8 If a member uses equipment that is damaged they become responsible for paying damages even if they did not cause them. You will not be responsible for paying repair fees on damaged equipment provided that you notify the foreman immediately and post a "In Need of Repair" sign on the equipment.
- 1.9 Exceptions to the membership rules will have to be approved by the VP for Student Affairs.

## 2. Guest Rules

Members may bring guests into the shop, provided that:

- 2.1 The member must email the guest's name to [studshop@caltech.edu](mailto:studshop@caltech.edu) prior to entering the Shop.
- 2.2 Each guest must complete and submit a CONSENT, RELEASE AND ASSUMPTION OF RISK FOR USE OF THE CALTECH STUDENT SHOP form prior to entering the Shop.
- 2.3 The sponsoring member is present at all times.
- 2.4 The guest does not operate any power tools.
- 2.5 The sponsoring member is fully responsible for the actions of the guest.
- 2.6 "Guests" who are frequently in the shop are expected to purchase a membership.

- 2.7 Guests may not be minors.
- 2.8 No more than 3 guests shall be allowed in the Shop at any given time.
- 2.9 All shop rules apply to guests.

### **3. Safety Rules**

- 3.1 When any member is working in the Shop, it is highly recommended that there be at least one other member present (no one should be in the Shop alone).
- 3.2 Anyone who enters the shop must own protective eyewear and wear it while they or any other member is working in the shop.
- 3.3 No smoking, fires, or open flame other than welding or brazing performed in the appropriate location under the exhaust hood are allowed.
- 3.4 No alcoholic beverages allowed in the Shop.
- 3.5 You may not enter the Shop while intoxicated or under the influence of any drugs (including prescription or non-prescription drugs with known side effects).
- 3.4 No open-toed shoes or sandals allowed. Work boots are highly recommended.
- 3.5 No loose clothing, unsecured long hair, or gloves while operating machinery.
- 3.6 No member may use a tool for which he or she has not trained on.
- 3.7 All injuries must be reported immediately to the committee and to CIT Public Safety.
- 3.8 The dust-collection system must be turned on during any work that may produce sawdust. Please turn off when you leave. Check duct-collection system and empty if necessary prior to use.
- 3.9 Dumping of any fluids/chemicals, batteries, or storage of compressed gasses other than correctly secured welding equipment or spray paint is prohibited.
- 3.10 Anyone who enters the Shop must abide by the individual safety guidelines of each machine or tool. In some cases these are posted near the tool. It is the responsibility of the member/user to understand the safety guidelines for each tool/machine they are using.
- 3.11 All members must check the condition of equipment (i.e. saw blades, sanding belts/discs, drill bits, etc.) **before and after** each use for damage that could endanger other users of that tool.
- 3.12 Tools or machinery discovered to be damaged must be immediately removed from operation. Such machinery must be securely labeled as "In Need of Repair" by the discoverer using tags provided. If no tags immediately available, you are required to make your own.

### **4. Shop Operation Rules**

- 4.1 Debris (sawdust, metal shavings, etc) must be properly disposed of in a dumpster and not swept onto the loading docks. Debris that has not been disposed of creates an extreme hazard for the CES workers moving LN2 and pressurized gas tanks outside.
- 4.2 No tools may be checked out until permission from the Shop foreman has been granted. Email [studshop@caltech.edu](mailto:studshop@caltech.edu) for request.
- 4.3 Any trash can used by a member must be emptied into the outdoor dumpster before that member leaves the shop.
- 4.4 Projects in progress (paint or glue drying, owner stepped out for food or supplies, etc.) may be left on a bench or workspace for no more than eight (8) hours, and must be marked with name, date, time, and contact phone number. After that time, any member may move them to the

storage area to free up workspace or use them for their own purposes. Damage incurred is the owner's responsibility.

## **5. Material and Project Storage**

5.1 All stored materials or projects must be within the storage areas and properly labeled with name, contact information, and full date (month, day, and year). Any projects or materials not in compliance are subject to removal without warning or may be used by any other member.

5.2 Motor Vehicles may not be stored at any time and will be immediately removed by security.

**Violators will receive no warning.**

5.3 All materials and any ongoing projects must be labeled with name, contact information, and full date (month, day, and year).

5.4 Materials must be stored in designated storage racks. Small items may be stored in cubby holes.

5.5 Materials/projects may be stored for a maximum of 3 months from originating date. Material may NOT be re-dated. At the end of 3 months materials/project is automatically forfeited and declared "free" for anyone else's use.

5.6 Violation warnings are a courtesy and will be delivered by email only and will be considered ignored if not responded to within five (5) business days.

5.7 No single member may use more than 10% of the available storage area. Violations (in the estimation of the committee) are immediately forfeited and will be handled by the committee.

5.8 Paint, glue, solvents, or other fluids must be stored in the appropriate cabinet, not in the cubby holes or material racks.

I, the undersigned, have read and understood the Student Shop Member Rules described in this document and agree to abide by them and keep a copy on file for myself.

Print Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_