

3D Lab

Standard Operating Procedures

Pennsylvania College of Art & Design

General Policies and Procedures (204,205,206)

Students must share the working space and be respectful of their classmates.

No eating is allowed in the 3D Lab and only beverages with lids are admitted. No food or drink is allowed in the power-tool room (206).

Never use tools or power equipment that have not been demonstrated to you.

No tools are to be taken out of the 3D Lab nor borrowed to work outside of class. Students must bring work into the 3D Lab to use the tools.

Students must ask the permission of the instructor before coming into an on-going class to use the 3D Lab. It is up to the individual instructor whether to allow them to work during scheduled class time. It is a privilege to get access to the 3D Lab during another class's scheduled time and should not be taken for granted or expected every time.

Be alert and think each action through before it is performed. If in doubt about how to perform a procedure, check with the instructor before proceeding. Do not hurry or rush, avoid cutting corners and unsafe work practices.

Wear clothing that is conducive to working in the 3D Lab. Shop clothing should not be too loose and baggy nor too tight and restrictive.

Students must wear required PPE while working in the 3D Lab.

Notify the instructor immediately in case of injury, accident, fire or a defective tool.

Messy materials and cleaning

Students are responsible for the careful use and thorough cleanup of facility and equipment.

Always cover the worktables with the brown roll paper provided when working with plaster, mold-making materials, paint or any other messy material.

Plaster in mixing containers and on spatulas should be allowed to harden and then knocked out into the trash cans. No plaster is to be washed down the sinks. All plaster is to be cleaned off all tools, sculpting boards and containers. Use only those tools designated for plaster and no others.

Containers and tools designated for poly mold-making materials are to be used only for those materials.

Clean your work area and return all tools to their proper storage space before leaving the 3D Lab.

Storage Area (204)

The storage room is not a workspace; it is for the storage of materials and projects for the 3D Lab only.

Students must use caution and respect when moving about in the storage room. Do not move or damage any other student's work. When storing work make sure to consider the room needs of others and do not take up large amounts of space.

All projects should be stored in the area marked for that class.

Materials should be stored in the appropriate location based on type and size. (Examples: large boards go in the board rack, long dimensional materials go in the vertical rack, aerosols and flammable materials go in the yellow flammables cabinet)

Do not lean materials up against the shelves or random places along the walls.

All materials stored must have the student's name on them.

All projects and materials must be removed at the end of each semester. Seniors working sculpturally for their thesis may leave projects and materials in the storage room until the end of the spring semester.

Safety Policies for the power-tool room (206)

Students must pass the written safety and operation test (with a 100% result) on each individual power-tool before using that piece of equipment.

Safety glasses and hearing protection must be worn at all times while in the power-tool room (206). Wear a dust mask when a large amount of cutting or sanding is being done.

No open-toed shoes allowed in the 3D LAB, remove loose jewelry and secure long hair while working with power-tools.

Do not visit with or disturb others while they are using power tools, period. Avoid horseplay or other hazardous scuffling and pushing while working in 3D Lab.

The power-tool room (206) will be locked and off limits to students during lunch.