

# Open Woodshop Studio Passes

The woodshop is located in the lower level of the Springfield Township Arts Center and is where all woodshop and blacksmithing classes take place. The studio is open during the Arts Center's regular hours of operation, whenever a class is not taking place, for individuals who have completed an intro class and have purchased an Open Studio pass. The woodshop studio has equipment such as a table saw, radial arm saw, planer, jointer, router, drill press, band saw, scroll saw, lathe, belt sander, and dust collection system.

Safety in the woodshop is of utmost concern for staff and shop users. Accidents in the shop may result in serious bodily harm or death. Following proper safety procedures and conforming to shop policy as outlined in this safety manual will greatly reduce the chance of injury. The following are rules and guidelines established for use of the woodshop.

- Open Studio passes provide access during open hours, but does not include instruction or oversight.
- Participants of the Woodshop Open Studio must be over the age of 18 or accompanied by an adult. Those under 18 are not permitted in the studio without supervision.
- Use of the studio is for experienced woodworkers and students who have completed *at minimum*, an ArtsConnect Woodshop introduction class. A Woodshop certification and a signed copy of the Woodshop User Safety Agreement must be on file before open studio passes can be purchased and the studio used. Shop certification for Open Studio time is valid for one year.
- Students participating in an Intro Woodshop class can use the studio with a daily pass to practice their skills or work on their project between classes only when an instructor or the studio manager is present.
- Never enter the shop while under the influence of mind-altering drugs or alcohol.
- Every person is required to wear eye protection in the shop as required by OSHA. Eye protection must be worn when operating any power tool in the woodshop. Protective eyewear will be provided in the shop, but it is highly advised to purchase your own eyewear for the best fit, comfort and lens clarity.
- Remove all rings, wristwatches and necklaces before operating machinery.

- Do not wear sandals or open toe shoes while working in the shop.
- Loose clothing should be restrained - tuck in shirttails, etc.
- Horseplay, running, yelling and/or fighting are absolutely forbidden in the shop.
- Make sure machines are in the “off” position and motion has stopped, before leaving them after use.
- All safety guards must be kept in place while operating equipment. If a guard or safety device is an impediment to safe operation of a machine seek help.
- Use equipment for its intended use. If in doubt, ask for help.
- Do not use equipment until you have received proper and safe instruction and feel comfortable with its operation. If you don’t know how to use a tool, do not use it. Set up an appointment with the Studio Manager to learn how to operate the tool.
- If you have made an adjustment on a piece of equipment, return it to its normal position after you are done.
- If a tool or piece of equipment should happen to break or is not working properly, please bring it to staff’s attention immediately. Never use broken equipment.
- Do not use a tool that is marked “CLOSED”.
- Do not attempt repairs to any equipment that is broken. Notify shop manager or student assistants for help.
- Make sure machine's work surface is unobstructed and clean before use.
- Always be aware of the proximity of moving parts to body parts (ex. fingers).
- Never talk to someone operating a machine.
- Avoid talking or other distractions while operating tools and equipment.
- Do not use plaster or any cementitious material on any power machines.
- Do not pour solvent or oil-based chemicals in sink.
- Do not wash brushes containing solvent or oil-based chemicals in sink.
- Headphones are prohibited in the shop.
- Long hair should be tied back when working in the studio.

- Unidentified items left in the studio will be placed in a lost and found box for 2 weeks, and then will be discarded or be considered as donated to the studio. This also includes aprons, clothing items, woodwork projects, tools or wood.
- Do not remove ANY tools from the studio.
- Do not use any equipment you have not been trained to use or are not comfortable with. It is always ok to inquire in you have ANY questions.
- There is absolutely no eating in the studio.
- Do not leave any personal tools or projects you are working on in the studio unless approval is given by the ArtsConnect Executive Director, Education Director, or Studio Manager.
- If you should become injured while working, report the incident to staff immediately. Your safety is our priority. All injury-causing accidents requiring outside medical attention requires a meeting with the Education Director, Executive Director or Studio Manager to determine the cause of the accident. Cameras in the studio will be reviewed to improve safety.
- In the event of a user causing machine damage, replacement of the damaged material may be assessed. *(Example: If the Saw Stop safety break mechanism activates, a replacement blade fee of \$70 will be assessed to the user.)*
- Each artist is responsible to clean up after themselves. Failure to clean will first result in a formal warning. After a warning is made and if a mess is left a second time, a \$20 cleaning fee will be placed on the artist's account. This fee must be paid upon re-entry of the woodshop studio. If excessive warnings are given, ArtsConnect has the right to revoke future use of the studio without refund.
- The maximum number of users that can use the Open Studio at one time is 12.
- Spray painting, including spray varnish in the studio is prohibited.
- Do not use painted, varnished or finished wood in the woodshop. This can damage equipment.
- Do not use wood with any metallic objects (screws, nails, bolts, etc.)

### **ABOUT STUDIO PASSES:**

Daily, monthly or yearly studio passes are available for purchase at the front desk. Students must sign in at the registration desk each day prior to entering the studio. The studio doors have an access code. A code will be provided after a pass has been purchased.

- Daily studio passes can be purchased in advance and do not expire until used. Monthly and annual passes expire on the purchasing anniversary date.

**WOODSHOP OPEN STUDIO FEES:**

Daily Studio Pass: \$5  
 Monthly Studio Pass: \$25  
 Annual Studio Pass: \$150  
 Annual Woodshop AND Pottery Studio Passes \$250

Saw Stop Blade Replacement: \$70  
 Safety Glasses \$12  
 Cleaning Fee \$20

**General Open WoodShop Studio Hours**

Open Studio Closed During Scheduled Classes

**Monday-Friday:** 9:00 a.m.-8:00 p.m.

**Saturday:** 9:00 a.m.-3:00 p.m.

**Sunday:** Closed

- At the discretion of the ArtsConnect the shop may be closed for lack of use.
- At the discretion of ArtsConnect the shop may be reserved for specific courses taught in the shop.
- If the Art Center is closed, so is the shop.
- The Arts Center is occasionally open afterhours for rentals. The Studio spaces are not open after hours, even if the center has a rental scheduled.

**Recommended Dress:**

Wear clothing you are not worried about getting dusty or dirty. No jewelry on wrists or fingers. Long hair should be tied back. Protective eyewear is required. Please wear closed toed shoes with tread, not sandals or high heels. Gym shoes or work shoes are best. We have a limited number of aprons. Please bring an apron if you wish to use one.

**Studio Etiquette and Expectations:**

Participants are responsible for cleaning equipment they use, including community tools, fasteners, extension cords and work areas. Vacuum and wipe down all areas to clear them of sawdust. Water can be accessed in the Pottery Studio utility sink. \*DO NOT USE RESTROOM SINKS TO CLEAN ANY TOOLS!

If an artist fails to clean what they used in a studio, a warning will first be issued. After a warning is issued, a \$20 cleaning fee will be assessed to the account for each subsequent warning. Excessive warnings may warrant permanent dismissal of studio use without refund.

Teachers and/or staff reserve the right to ask a student to leave if he or she is disruptive or interferes with the safety of others, or does not obey the studio rules.

## **Wood**

Used wood and wood based materials may be processed in the shop as long as the material is clean, free of dirt, grit, grime or abrasive materials. Material that is excessively contaminated with dirt or grime should not be processed on any of the workshop equipment (ex. material previously used for concrete formwork). Material should also be free of paint or finishes (ex. varnish, enamel) and free of metallic objects (ex. nails, screws, staples). All used material should be analyzed with a metal detector before attempting any machining procedures using the shops tools or equipment. **Shop users using used materials may be found liable for damage to the shops tools and equipment caused by those materials.**

## **General Safety for Handheld power tools**

- Eye protection is required when using these tools.
- Stay focused on the tool and the work being performed.
- Keep work area clear of other tools and materials.
- Use the right tool for the job.
- Seek help if you are unsure of tool operating procedures.
- Keep hands and fingers clear of tool's blade or bit and cutting 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.
- Do not carry plugged in tools with finger on power switch.
- Use only grounded extension cords.
- Always keep tool guards in place.
- Let the tool's bits and the blades do the work. Do not force tools into the material.
- Unplug, clean and put away tools when finished.