

# Shop Procedures

- No horseplay is allowed. You will be banned from the shop for this.
- You must have a Request For Services form before any work can be done in the shop (unless you are working on a project for a credit class).
- You must attend a Basic Training session and pass the online quiz to have shop access. The quiz must be taken every year before October 1<sup>st</sup>.
- After a job is set up, the Machinist must check your setup before the machine is turned on.
- Clean up your machine and work area after use.
- The shop is for UD projects only-no personal projects.
- You must supply 2 copies of the part drawing and the drawing must be approved by your professor or advisor.
- Put all tools away after use.
- No compressed air for cleanup except plastic chips.
- All measuring tools must be kept in their cases at all times.
- You must get permission before entering the tool room.
- Any borrowed tools must be signed out and signed back in when returned.
- You must ask the machinist every time you wish to use a machine in the shop.
- Milling machines, lathes, and welding equipment must be signed up for in advance.
- No dangerous materials will be machined in the shop.
- Materials returned to stock must be deburred.
- Chuck keys must never be left in the machine.