SHOP USE GUIDELINES

1. All users must complete the Shop Safety Orientation.

2. Users must dress appropriately.
   a. Safety glasses must be worn.
   b. Closed toe shoes are required.
   c. Long hair should be tied back.
   d. Skirts or dresses are not allowed.
   e. Pants must be worn in the metal area.

3. Users are responsible for their own materials.

4. Floor space must be kept clear – Permission is required for any floor “installation”.

5. All casting must be done in designated casting area.
   a. Plaster or Rockite should never be washed down the Annex sink.

6. All soldering must be done at the soldering station located in the Rand Annex.

7. Users are responsible for keeping their work areas clean, which includes:
   a. Tables
   b. Floor
   c. Equipment
   d. Storage areas

8. Never plug anything in that has been electrically altered.
   a. Use of extension cords or power strips must be approved by a MPF or facilities staff member. Use of hot plates is prohibited in all building areas except the Rand Metal Shop.

9. All injuries must be reported immediately.
   a. Report to a MPF staff member.
   b. Use the Red emergency phone when staff is not present.

10. The shop is prohibited for any user under the influence of drugs or alcohol. If overly tired, users should not use any of the shop equipment.

11. The failure to comply with any of the above rules can lead to the loss of shop privileges.

12. For more information – including contacts or MSDS please visit: mpf.aap.cornell.edu.