

Architecture and Urban Planning Department
Model Making Workshop
Rules and Regulations of use
B07-120

General Rules

- Students cannot use Lab. instruments without supervision
- Only registered DAUP students, faculty and staff can use the workshop
- Always wear workshop coat and safety glasses/goggles
- Keep the noise level at minimum
- Instructions from workshop instructors must be adhered when using facility and its equipment
- Inspect instruments and materials before use
- Keep work area clean. Floor areas should be level and non-slip
- Keep hands out of the line of the cutting blade
- If you find any instrument/equipment in need of repair, turn it off immediately and tell the work shop supervisor

Not to do

- Do not eat, or drink, inside the Lab
- Do not use cell phones
- Do not remove or disconnect parts, cables, or labels
- Do not operate any machine without supervision
- Do not wear loose clothing, rings, bracelets or other jewellery that can become entangled with moving parts
- Do not speak to anyone while you are using power tool
- Do not leave the equipment while it is running
- Do not try to stop the machine with your hands or body
- Do not distract the operator while he/she is using woodworking instrument.
- Do not remove sawdust or cuttings from the cutting head by hand while a machine is running



Before Leaving the Workshop

- Turn off all power tools
- Cleanup the equipment after each use
- Clear all items once you finished your workshop session
- Return all tools and equipment to their proper storage location after each use

