

ME 463 Machine Shop Guidelines

Following this procedure will help the Machine shop personnel assist you to (1) improve the quality and viability of the machining part(s) of the team's project, and (2) increase the safety of your prototype (3) manufacturability of your team project and our machine shop

A. **CAD Drawing** reviewed and approved by Adam (prior to machine shop usage) Drop off the CAD drawing to the Adam and review will typically be less than 24 hours. When review is finished an email will be sent to the person that dropped off the drawing that they are ready for pick up. Also typically there will be changes need to be reviewed again. It is best practice that Adam review all drawing even if you are using purchased components as well as part you may have fabricated somewhere other than the ME machine shop. Adam will give you a review of the total fabrication abilities for the project.

- Drawing of all components the team will need for the project
- Assembly drawing(s) for the project by component as well as total assembly of project
- Materials listed with in drawings
- Number of pieces listed in drawings
- Manufacturing schedule/timeline and machines need to fabricate the project parts

B. **Safety and User Interface**

- Some materials may have safety concerns
- Some materials may require the team to purchase tooling
- Unknown material(s) will require MSDS sheets

C. **General Shop Rules and Access**

- Access to the Project Shop will be by card swipe system only with your PUID card
- Each person must swipe their own card every time that they enter the shop. (If needed replacement card can obtained from card services)
- Consult student Staff and/or Adam to answer any questions

- Safety
 - Always wear safety glasses at all time in the shop
 - Appropriate clothing is required.
 - This includes NO open Shoes or High Heels
 - Long sleeves must be pulled up while in the shop
 - No watches or jewelry may be worn while in the shop
 - Long hair must be pulled back
- Clean up after yourself (the machine should be cleaner than you found it.) Allow 20 to 25 minutes.
- Return all tools to their proper place after use.
- Inform staff when returning tools from check-out
- Do not use or operate anything you are not sure about without supervision
- When in doubt, ASK!!!!