

Shop General/Procedures and Rules

- **PUID** - To enter the Machine Shop you must swipe your PUID; each student must individually swipe each time to enter
- **Safety Glasses** - Approved Safety Glasses are required at all times.
- **Footwear** - Shoes must cover the entire foot (similar to a tennis shoe). Shop staff will determine if acceptable.
 - NO open toe
 - NO open heel
- **Clothing** - NO loose clothing of any kind
 - Sleeves rolled up to elbow
 - No draw string dangling
- **Watches/Jewelry** - Remove all watches and jewelry while working in the Machine Shop (put in a safe place)
- **Hair** - Long hair must be pulled and tied back
- **Clean Up** - Clean up the machine/area after use
- **Unattended Machines** - If you need to leave the Machine Shop for a short period you must ask permission from Adam or John first.

Sanctions for Violation of Machine Shop Rules

- **First Offense:** Verbal warning
- **Second Offense:** User will be unable to use the Machine Shop for one full day and must schedule a meeting with Dr. Jones to get reinstated access.
- **Third Offense:** or any offense creating a dangerous situation: user will be unable to use the Machine Shop for a minimum one week and must schedule a meeting with Dr. Jones to get reinstated access.
- **Habitual Offenders:** habitual offenders will be immediately elevated to Third Offense Status and may be subject to a semester-long loss of privileges or even a permanent ban!