

ISoA Fabrication Shops

**Woodshop, Print Lab,
DigiFab Shop**

Facilities Guide 2021-2022

Contact Info

Fabrication Coordinator - Lowell Miller

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The School of Architecture provides the following facilities for faculty and student use:

Hours of Operation

Woodshop Hours

Monday-Thursday: 9a-12p & 1p-9p

Friday: 9a-12p & 1p-5p

Saturday: 12p-5p

Sunday: 12p-5p

Print Lab Staffed Hours

Monday-Thursday: 9a-9p

Friday: 9a-5p

Saturday: 12p-5p

Sunday: 12p-5p

Digi-Fab Shop Hours

Monday-Thursday: 9a-9p

Friday: 9a-5p

Saturday: 12p-5p

Sunday: 12p-5p

Facilities

Woodshop

The ISoA Woodshop is available for student and faculty use during the fall and spring semesters. The woodshop is equipped with a mix of industrial stationary tools, power tools, and hand tools. All persons (students, staff, and faculty) that wish to work in the woodshop **must complete the requisite training for the tools they wish to use, no exceptions.** Work in the woodshop is strictly limited to the posted hours of operation. Classes (seminars and studios) that need different accommodations must make arrangements with the Fabrication Coordinator via email.

Print/3D Print Labs

The ISoA Print Labs are operated by student staff. The Print Lab has various printers, plotters, scanners, computers, & 3D printers available for student and faculty use. All 3D prints and machine maintenance are to be completed by staff.

DigiFab Shop

The Digi-Fab Shop is operated by student staff. The Digi-Fab Shop is equipped with 4 Universal Laser System laser cutters, an Onsrud 8'x5' CNC router, a Fanuc robotic arm with milling attachment, a Formech 4'x4' vacuum former, a Wazer water jet, and metal working tools (welder, plasma cutter, etc.).

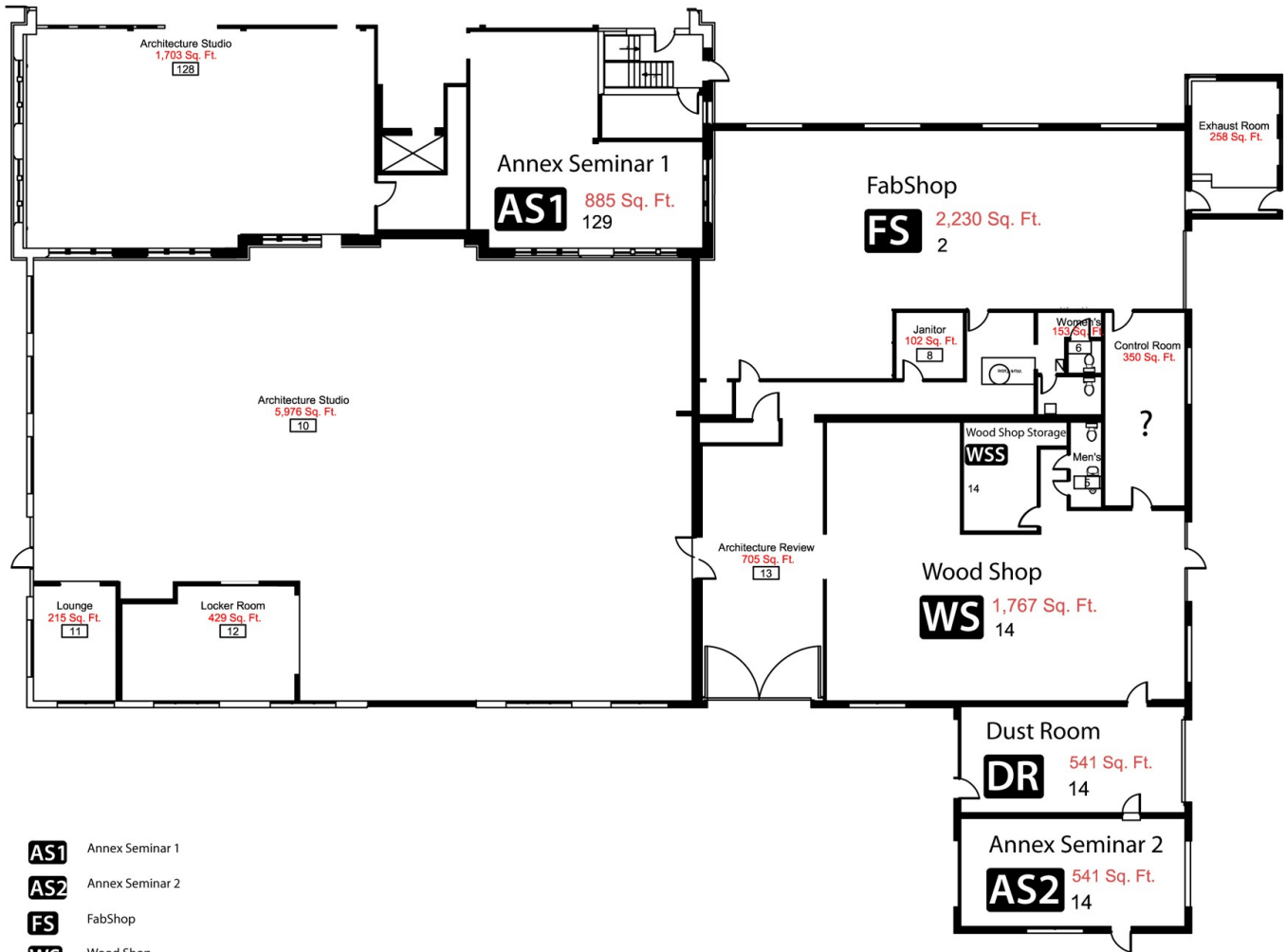
Use of this space must be reserved in advance and appropriate training must be arranged with the Fabrication Coordinator. Use of tools is scheduled through the Fabrication Coordinator.

Faculty Research Space/Seminar Room

The FRS/Seminar Room (AS-1) is available in Architecture Annex 1. This space is intended for semester long studio and seminar projects. This room must be reserved during the previous semester and may be reserved for one semester. Seminar rooms may be used for class meetings, storage of materials, and may be equipped for limited production. The faculty member who reserves the seminar room is responsible for ensuring that all material from his or her course has been removed at the end of the semester.

Keys can be signed out by faculty for Seminar room AS-1 at the beginning of the semester with Spring Harrison in the Director's Office.

Facilities Map



- AS1** Annex Seminar 1
- AS2** Annex Seminar 2
- FS** FabShop
- WS** Wood Shop
- WSS** Wood Shop Storage
- DR** Dust Room

ISoA Woodshop & Digi-Fab Shop Policies

Training

Any persons (students, staff, and faculty) that wish to use the equipment MUST COMPLETE TRAINING. There are NO EXCEPTIONS to this rule. All training is to be completed with approved staff trainers (Tier 1), graduate assistants (Tier 1, Tier 2 & Tier 3), and the Fabrication Coordinator (Tier 1, Tier 2 & Tier 3). **All faculty must complete their training under the guidance of the Fabrication Coordinator if they wish to be certified for shop use.** Special accommodations available upon request.

Tool Operation

Only trained persons (students, staff, and faculty) are permitted to use woodshop tools commensurate to their training level and only during the shop's hours of operation. Any person that operates the tool in an unsafe manner may be asked to leave and have their shop privileges rescinded until such time as they have completed retraining under the watch of the Fabrication Coordinator.

All tools must be cleaned and set to a neutral position (demonstrated during training) before the user moves to another tool. Consistent failure to do so may result in loss of shop access (as mentioned above). Following this rule demonstrates respect for fellow users, shop tools, and the woodshop space.

Attire

The following attire is mandatory to be admitted to the woodshop:

- Closed-toed shoes
- Short sleeved shirt (crew neck t-shirt, oxford w/ sleeves rolled, polo)
- Pants (denim jeans, durable canvas)
- Shoes (closed toed tennis shoes or boots)
- Headphones (bluetooth or wired worn through the shirt)
- N95 or cloth mask
- Safety glasses

The following attire is not appropriate to be admitted to the woodshop:

- Baggy shirts or loose flowing tops
- Track pants
- Sweat pants
- Yoga pants
- Leggings
- Parachute pants
- Shorts
- Skirts and dresses
- Open-toed shoes or (flip-flops, sandals, clogs, crocs, slippers)
- Jewelry (watches, rings, necklaces, bracelets, long earrings)

Long hair must be tied back and/or under a hat, no exceptions. Safety glasses and masks must be in place at all times. Students must provide all their own PPE due to COVID restrictions

Shop demeanor/behavior

All persons in the shop are expected to abide by the following three ideals:

- **Be Patient**
 - Be patient with yourself and others. Wait patiently for your turn and do not rush others in their work. Take your time to ensure safe tool use as well as your safety and the safety of fellow shop users.
- **Be Respectful**
 - Be respectful of the tools in the shop by using them safely and appropriately. Be respectful of the shop space by cleaning up without being asked, maintaining safe distances from machines that are in use by others. Listen to the shop workers on staff and do as they say to ensure proper tool safety and usage. Treat others in the shop kindly and respectfully at all times.
- **Be Responsible**
 - Be responsible for yourself, your materials, and your surroundings. If you break something or find something that is broken tell the staff so it can be repaired. Do not use broken or out of order tools. Ask questions if you are unsure of tool use or how to do something safely in the shop.

The following behavior is prohibited and may result in immediate removal from the shop:

- Boisterous or rough play
- Running
- Throwing objects of any kind
- Unsafe use of tools and machinery
- Unsafe and distracting behavior
- Cutting through the shop to go to Laser Lab and vice versa
- Foul, racist, discriminatory and/or sexist behavior and/or language
- Operation of equipment/tools while impaired due to alcohol, medication, or other substances

Due to COVID policies anyone wishing to use any of the Fabrication Shops spaces must have granted building access through the Safer Illinois app. No access will be granted for persons without the granted access through the app.

Please sign below indicating you have read and agree to the ISoA Woodshop & DigiFab Shop Policies and Procedures.

Name (Print)

Signature

Date