

2.3 Industrial Design

2.3.1 General Shop Policies

Shop hours are as follows:

Monday through Friday: 8:00 A.M. – 10:00 P.M.

Saturday: 8:00 A.M. – 5:00 P.M.

Sunday: Closed (except when posted)

The tool room hours are the same as the shop. These hours are subject to change. If there are any changes, signs will be post throughout the floor to notify the student body. The shop is closed during all holidays that are observed by the school unless posted. Access is restricted during breaks between quarters.

All doors will be locked at Closing Time and all students will be off the floor or security will be called to remove any lingering students

Tool checkout ends 15 minutes before closing. Tools may be checked out overnight with proper approval and a signed and dated receipt. Due to the increased utilization of tools and equipment at the end of any quarter, overnight checkout of tools and equipment is not available during the last two (2) weeks of any quarter without special approval.

All tools checked out of the tool room are the responsibility of the student that checked them out. Tools or equipment that is lost, stolen or damaged while in the possession of a student will become the financial responsibility of that student to repair or replace that item or equipment.

Late fees are charged at the current rate of:

\$5.00 per hour per item, with a maximum of \$25.00 per Diem per item and is not to exceed the value of that item.

Tools cannot be checked out without a valid AIP ID.

Any student caught stealing or vandalizing school property, or the property of another student, will be taken to Student Services for appropriate disciplinary action.

Student generated signage/flyers/handouts may not be placed anywhere within the Industrial Design Department without approval of the Department Head.

2.3.2 Tool room/Material room access policy

Only Shop Supervisor/Technician and tool room employees working that shift may enter the tool room.

Material room access is only allowed by permission of the Shop Supervisor/Technician. Current student employees may gain access without approval to access student storage.

2.3.3 Technology Operating Procedures

All students must wear safety glasses, remove all jewelry, pull back long hair, and roll up sleeves when operating any power tool. Open toed shoes or sandals are not permitted in the shop at any time.

Personal entertainment devices or cell phones are not permitted to be worn/used by students operating any equipment or when in the proximity of a machine in operation.

Shop Supervisor/Technician, Faculty members, or student tool room employees have the right to stop any tool operation that they feel creates an unsafe situation for the tool operator or any other person in the shop

Shop Supervisor/Technician, Faculty members have the right to deny a student access to any machine or tool that they feel that may not be qualified to operate. Access will be granted when that student proves he or she has acquired the necessary competencies to perform in a safe, acceptable manner.

All accidents and incidents must be reported to the Shop Supervisor/Technician as soon as they occur.

Power hand tools are permitted in classrooms with work benches, they are not permitted in classrooms with drawing tables.

All students working with paint, resin, or dental acrylic must work in the Spray Room, Room 839.

All students mixing foam must do so in the Foam Mixing Room, Room 820.

Students working with metal must do so on designated metal cutting machines.

Students working with UltraCal, HydroCal or any similar molding materials must do so in the Mold Room, Room 840.

Ovens in the Mold Room are on the following time schedules:

On at 12:00 p.m. and off at 7:00 p.m. Monday through Friday

On at 12:00 p.m. and off at 5:00 p.m. Saturdays

The Make up Room, Room 824 is for applying make up and sculpting only, any other use is not permitted.

2.3.4 CNC reservations/Rapid Prototyping/Laser Engraver policies

Students wanting to reserve time on any of the CNC Machines must sign the CNC reservation book available at the Tool Room Window.

CNC Machines include, but are not limited to the following:

- Modela Routers
- Picza Rotary Scanner
- Polhemus Hand Scanner
- Bridgeport EZ Trak Vertical Mill
- Harrison Lathe
- ShopBot

CNC time slots are in two (2) hour increments with a maximum of six (6) hours per day per machine per student. Due to the very limited resources, anyone signing up to use a CNC machine has 20 minutes from the start of their first reservation time to check out tool kit for that machine and begin setting up. Any student who fails to do so will lose their turn in the queue and all time reserved for that machine for that day.

Students having reserved a CNC Machine for four (4) hours or more are allowed one (1) 30 minute break during that time. Any time the machine sits longer than 30 minutes during a reserved period; the machine may be assigned to a new student requiring the use of that machine for a class project.

Projects submitted for printing on the Rapid Prototyping Machine(s) will be checked by the Shop Supervisor/Technician prior to printing and printed at the discretion of the Shop Supervisor/Technician. The current file types that are accepted for Rapid Prototyping are; .stl, .VRML and .ply.

There is a charge to use the Rapid Prototyping machine. Consult the Shop Supervisor/Technician for current rates. Payments are made by purchasing punch cards at the Library or in the Accounting Department.

Print jobs may be accumulated until there is sufficient volume to fill print area.

All Laser Engraver jobs must be submitted to the Laser Drop Box on the Student Server in a folder that has the student's last name and first name separated by a comma and a space (i.e. Smith, John.) All files must be in CorelDraw 11 or 12 formats. A Laser Engraver Output form must be completed by the student, following the current policies on the reverse side. It must be signed by the Student and their Instructor, taped to the material to be engraved and placed in the "Material Drop Off" for the Laser Engraver, located adjacent to the Laser Engraver in the shop. All Jobs are completed on a first come, first served basis and may require 24 hours or more to complete.

2.3.5 Material acquisition

In addition to tools, the Tool Room has many consumables that students may acquire by one of two methods. First there are IDT Ticket Cards which are available through Industrial Design instructors and can only be used in the Industrial Design area. The color of the IDT Ticket Cards changes from quarter to quarter and cards from one quarter are not valid in the next or any other quarter. Second, there are AIP Technology Services Punch Cards which are available at the Library or in the Accounting Department on the

5th floor. These AIP Technology Services Punch Cards come in \$5.00 and \$10.00 amounts and each card has an appropriate number of \$1.25 punches on each. The \$5.00 card has four (4) punches on it and the \$10.00 card has eight (8) punches on it.

Some materials are not available using the IDT Ticket Cards provided to students from their instructors and have to be purchased using AIP Technology Services Punch Cards.

All materials at the Tool Room may be purchased using the AIP Technology Services Punch Cards available at the Library or in the Accounting Office.

For more information on the costs of materials, see the current pricelist hanging outside the Tool Room window. For current availability of materials ask one of the Tool Room employees or the Shop Supervisor/Technician.

2.3.6 Student Storage/Project Storage

The Shop Supervisor/Technician assigns student storage spaces. The spaces are assigned to currently enrolled students that are in their 4th academic quarter or beyond. Once the spaces are assigned, a complete list of names is posted near the Tool Room. In addition to the list, there is a Sign up Sheet for students not assigned a space to request one. Students are given one week to claim the space they have been assigned. After that week, any unclaimed spaces will be assigned to the students who have completed the request form on a first come basis.

All projects and materials stored in student storage spaces must fit neatly in the space and cannot protrude from the space. The Shop Supervisor/Technician has the right to remove any object protruding from the space that they feel may be a hazard. Projects and materials are not to be stored on the floor of the student storage areas. Anything in violation of these policies will be thrown away without notifying the student.

All storage spaces are assigned to a student. Any project or material found in an assigned space that does not belong to the assigned student will be thrown away without notifying the student in violation.

Any molds or projects remaining in the shop, foam room, make-up room, mold room, spray room, high tech room or any classroom after the end of a quarter will be thrown away. Anything remaining in the storage space of a graduating student or a student taking a quarter off, after the end of the first week of the next quarter will be thrown away.