

Fall 2016
After-Hours
Student Machine Shop
111 Jarvis

1. **Safety is to be the absolutely most important consideration**
2. After-hours sessions of the Student Machine Shop (111 Jarvis) will be: M-F, 4:00PM to 10:30PM; Sat, 10:00AM to 4:30PM
3. The Main Shop (105 Jarvis) will not be accessible after-hours
4. The after-hours Student Machine Shop (111 Jarvis) will be available only when a certified Student Shop Supervisor is overseeing the session
5. Each Student User must have completed their Online Shop Safety Certification Course
6. Each Student User must **individually** swipe their valid UB card for entry to the after-hours sessions of the Student Machine Shop and give it to the Student Shop Supervisor
7. The number of Student Users will be limited to ten (10) Student Users at one (1) time per session of the Student Machine Shop
8. The Student Shop Supervisor will initiate and end the after-hours sessions of the Student Machine Shop by unlocking the *dead-bolt over-ride* at the start of the session and locking the *dead-bolt over-ride* at the end of the session
9. Student Users must indicate in a written log describing what they did and which machines were used during each session
10. The Student Shop Supervisor is responsible for safety in the after-hours sessions of the Student Machine Shop and must be respected and obeyed
11. Student Users who do not behave safely and responsibly will be asked to leave the Student Machine Shop and will be banned from using the after-hours Student Machine Shop
12. Student Users with no previous machining experience will *not* be allowed to use the after-hours Student Machine Shop and will be referred to see the Shop Staff during normal daytime operation
13. Student User priority will be given to Student Users working on official UB course or club projects on a first-come-first serve basis at the discretion of the Student Shop Supervisor
14. Advanced reservations (made directly with the Student Shop Supervisor) are not required but are encouraged to facilitate fair scheduling

| Student Shop Supervisor | Mon | Tue | Wed | Thu | Fri | Sat |
|--|-----|-----|-----|-----|-----|-----|
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