

**Studio Name:** First Year 3D Studio  
**Studio Managers:** Sugey Salazar, Ian Axe  
**Building:** Hooper - 184 Hooper Street  
**Room:** Woodshop

### STUDIO ACCESS

Studio Access Hours:	Open with Staff present. Open studio hours available on the portal or outside the woodshop on the bulletin board. Tool access only during staffed hours.
General Orientation and Access:	First Year Students only, under supervision of CCA shop staff. Orientations for specific materials or processes are scheduled at the beginning of the semester by instructors and in conjunction with specific class requirements.
Special Equipment Authorization:	Students check in with shop staff before operating all power tools and Stationary tools Equipment may not be removed from the building.

### SAFETY REQUIREMENTS

PPE Requirements:	Safety Glasses, when working on or near wood projects. Hair up and back, hard soled shoes, tight fitting clothing.
Headphones/earbuds:	Use of headphones or earbuds is not permitted in the classroom.
Food and drink policy:	All food and drink is prohibited on any work surface.

### MATERIALS USE

Materials Storage:	No individual materials storage in the woodshop. Faculty should check-in with the studio manager to arrange for materials storage for classes.
Materials Disposal:	Materials should go into the appropriate hallway trashcan: compost, recycling, or landfill. Usable scrap materials go into the scrap bins. Debris that does not fit in the trash cans must be disposed of in the lidded containers located in the Courtyard next to the Hooper Building.
Banned Materials:	Pressure treated wood, composite plywood, MDF, balsa foam, rensape, urethane foam, styrene foam, resin, fiberglass, carbon fiber or other composite materials requiring respiration, aerosols, plaster. All recycled wood or materials must be approved by the Studio Manager. <b>Spray adhesive may not be used anywhere on campus. Fiberglass may not be used anywhere on campus. Two-part polyurethane foam may not be mixed or used anywhere on campus.</b>

