GENERAL RULES FOR THE VISUAL ARTS WOODSHOP

1. ONLY STUDENTS CURRENTLY ENROLLED IN A VISUAL ARTS (VART) COURSE MAY USE THESE FACILITIES - ACCESS IS GRANTED BY PERMISSION ONLY AND USE IS RESERVED SPECIFICALLY FOR VISUAL ARTS PROJECTS.

2. PLEASE EXHIBIT RESPONSIBLE BEHAVIOR, RESPECT FOR OTHERS, AND RESPECT FOR THE TOOLS, EQUIPMENT, AND WORK SPACE PROVIDED.

3. DO NOT WORK IN THE STUDIO ALONE. A buddy system is required.

4. FAMILIARIZE YOURSELF WITH ALL POSTED GUIDELINES. Contact the Art Technician to request a digital copy. Guidelines include the following documents and access may be revoked if rules and guidelines are not followed:
   - GENERAL RULES
   - WOODSHOP RULES
   - SAFE USE OF TOOLS
   - SAFE USE OF PAINT AND ALTERNATIVE MATERIALS
   - SAFE USE OF PLASTER

5. KNOW YOUR SURROUNDINGS. Familiarize yourself with the locations of first-aid kits, eye wash stations, fire alarm pull boxes, fire extinguishers, emergency phones, and emergency exits.

6. REPORT INJURIES IMMEDIATELY. Please report any injuries to the instructor, Art Technician, or shop monitor right away. If you require immediate medical attention call Security at x3500. There is a green strip phone located by the power panel in the woodshop and one right outside of the door to the lower level woodworking area.

7. REPORT DAMAGED EQUIPMENT AND TOOLS IMMEDIATELY. Unplug the equipment and notify the instructor, Art Technician, or shop monitor right away. Do not attempt to service power tools or change blades. It’s always a good idea to inspect tools before you begin working.

8. CLEAN UP THOROUGHLY AND PUT ALL TOOLS AND SUPPLIES AWAY. Tools must stay in the sculpture studio and should be returned to their proper locations. Works-in-progress should not be left out without permission from the instructor or Art Technician.

9. AVOID HEAVY LIFTING AND OVER EXTENDING. Ask for help when moving large or heavy items. Bend at the knees when lifting.

10. KEEP AISLES AND EXITS CLEAR AT ALL TIMES.

In the event of an emergency, call Security at x3500
Direct general questions to the Art Technician: Tara Hutton x3075, thutton@bowdoin.edu