

Shop Rules

Red Rocks Community College Dept. of Fine Woodworking

Safety

- The use of stereo headphones is **not** allowed while using power tools.
- Safety glasses **must** be worn at all times when using power tools.
- Long hair must be pulled back while using power tools.
- No loose clothing while using power tools.
- No open-toed shoes.
- Do not walk behind somebody using the table saw. Wait until they are done making cut.
- If you are very tired do not use the machines.
- If you are inebriated in any way, do not come to the shop.
- If you are not sure how to do something ask for help.
- If you are not sure what you are doing is safe, ask an instructor.
- If you see another student or a teacher being unsafe, say something to him/her. Or tell an instructor.
- If you cut yourself and you need more than a Band-Aid tell an instructor.

General

- Empty your cart when you are done for the day.
- If you are tired and unable to focus, you should still come to class to attend the lecture portion of the day. After which, quietly explain your situation to the instructor and excuse yourself for the day.
- ALL students are expected to follow ALL safety rules at ALL

times.

- Clean up after yourself; shop tools should be left better and cleaner than you found them.
- Students can only be in the shop during posted, supervised shop hours.
- Quiet time is the first hour of each class. No power tools may be used during this time.
- To use the shop you must have a current Fine Woodworking ID, which must be worn at all times.
- If you break a tool (accidents happen) or you find a broken tool tell an instructor.
- Treat everybody with respect.
- At the end of the night you need to start cleaning 15 minutes before your class is over.

Tool Crib

- The Tool Crib is the faculty and staff office.
- Students may use the computers for school related purposes only.
- Periodically the tool crib will be used for lectures.

Sharpening Area

- Flatten water stones on diamond plates.
- Flatten the backs of chisels and plane irons with lapping plates.
- Before putting the water stones back in the tub rinse them off in the sink.
- When done sharpening:
 - Put clean water stones in tub.
 - Rinse the sharpening board off in the sink.
 - Wipe the counter off with the sponge sitting by the sink.

Hand Tool Cabinet

- To use the hand planes you must check them out. (See an instructor)
- Dust off the tools before you put them back in the cabinet.

- Put tools back in the designated place.

Spray Booth and Cabinet

- Follow all safety rules. (See Safety Data Sheet)
- Only use the spray guns if you are properly trained.
- Properly clean spray guns with the correct solvent and hang up in cabinet.
- Clean up your mess/wipe off countertop if needed.
- Do not spray solvents directly on to styrofoam filters.
- Do not practice spraying on styrofoam filters or metal walls. (use paper, cardboard or a practice board)
- Pour any unused finish or solvents into red solvent cans (do not put in unlabeled jars).
- Do not throw used finish towels away/hang up on lines outside of annex 3.
- Spray booth is for spray finishing only.

Turning Area

- Follow all safety rules. (See Safety Data Sheet)
- Clean off turning tools after use and put them back in the cabinet.
- Sweep the lathe off before you use the air hose or vacuum.
- Finishing products are for turning students only.
- You can use the lathes without supervision only if you have passed a turning class or you have gotten Mark Duvall's permission.
- If the vacuum is not working properly empty it and blow the filter out.

Workbench Area

- Bench space is limited. The first priority for bench space goes to the students that are taking a class at that given time.
- With such high enrollment you might have to share a workbench.
- Do not put drinks directly on the workbench surface.
- Put coats and jackets in a hallway locker or hang them up on

the available hooks.

- Periodically sweep up your area.
- Always put the hand planes on their sides.
- Close the vises when finished.
- Use the bench dogs properly.

Radial Arm Saw

- Follow all safety rules. ([See Safety Data Sheet](#))
- Stop the blade with the stop block after you turn the saw off.
- Sweep up area (table and floor) after use.

Band Saws

- Follow all safety rules. ([See Safety Data Sheet](#))
- Use the foot pedal to turn the Laguna band saws off.
- Sweep area (table and floor) after use.

Jointers and Planers

- Follow all safety rules.(See Safety Data Sheet: [Jointer](#); [Planer](#))
- Turn the exhaust on.
- Brush the tables off when finished.
- Put push sticks back on the hooks when finished.
- Turn the exhaust off if you are last one using the power tools.
- If the shavings are shooting out get help to unclog the hose.
- Sweep area (table and floor) after use.

Festool Circular Saw

- Follow all safety rules. (See Safety Data Sheet)
- Blow the saw off with air hose when finished and put back in the case.
- Sweep area when finished.

Router Tables

- Follow all safety rules. (See Safety Data Sheet)
- Always remove the router bit and put in the drawer.

- Wrap up electrical chord when finished.
- Hang up all router tools (wrenches, plates, etc.) when finished.
- Sweep area (table and floor) after use.

Table Saws

- Follow all safety rules. ([See Safety Data Sheet](#))
- Always turn the air on. Table saws are separate from other power tools.
- Move fence onto the laminate and lower blade when finished.
- Sweep area (table and floor) after use.

Miter Saws

- Follow all safety rules. ([See Safety Data Sheet](#))
- Sweep area (table and floor) after use.

Edge Sander

- Follow all safety rules. (See Safety Data Sheet)
- Turn the exhaust on.
- Use eraser on belt when finished
- Sweep area (table and floor) after use.

Drill Presses

- Follow all safety rules. (See Safety Data Sheet)
- Take entire drill bit index to the drill press with you.
- When finished take the bit out of the drill, put it in the proper slot in index and put index away.
- Sweep area (table and floor) after use.

Thickness Sander

- Follow all safety rules. (See Safety Data Sheet)
Remove all glue before using
- Get teacher assistance.

Festool Routers and Sanders

- Follow all safety rules. (See Safety Data Sheet)
- Always use Festool vacuum when using any of the Festool tools.
- Check vacuum bags to see if full/if full replace or get help from instructor.
- Use the air hose to blow tool off when finished.
- Sweep area (table and floor) after use.
- Put clean tool in the case and then put it on the shelf.

Glue-up area

- FIW only provides Titebond I. If students choose to use any other glue, they need to provide paper or cardboard to catch dripping glue.
- Most glue-ups need to be clamped for only thirty minutes/plan glue-ups so you don't leave clamped up longer than that or overnight.
- Put all clamps back in the proper rack.
- Scrape glue off tables when finished.
- Clean glue scrapers, glue rollers and glue brushes in the sink downstairs and bring back upstairs.
- When your project is glued up take it off of the table and lean up against the wall or bench. (There will be some exceptions)

Upstairs Sander Area

- Follow all safety rules. (See Safety Data Sheet)
- Turn the vacuum on before using sander.
- Clean belt and drum with eraser.
- Sweep area (table and floor) after use.
- Table saw is from fret slot cutting only.

Lutherie area

- Put all tools away in their proper place when finished.
- Sweep area (table and floor) after use.

Annex 3

- Finishing Lab

- Only finishing students have access to the finishing supplies.
- All finishes and solvents must be stored in storage closet.
- Put all used rags and towels on the drying lines outside.
- Label all finish jars with name, contents and date.
- Do not pour finishes or solvents down the sink/use red solvent cans.
- Do not pour any finishes outside/this includes water based finishes.
- Clean any spill right away
- Classroom
 - Students may use the classroom if the shop is too crowded and if a class is not currently meeting in there.
 - Sweep area (table and floor) when finished.
 - Turn the light off if you are the last one to leave.
- Vacuum Bag
 - Get teacher permission before use.

Chainsaw area

- Follow all safety rules. (See Safety Data Sheet)
- Get permission from instructor before using chainsaw.
- Use proper fuel.
- Clean up shavings when finished.
- Put chainsaw away when finished.
- Do not bring in large amount of green lumber unless you make arrangements with the Shop Manager.

South Wood Storage Shed

- **Horizontal storage**-label all wood with your name and current semester.
- **Cubbies**-label cubby with name and current semester.
- Wood cannot stick out past the front of the cubby more than 6".
- One cubby per student.
- **Sheet goods**- label with name and current semester.

Sheet Goods (inside shop)

- For FIW Dept. materials only.
- Materials are for jigs and practice cuts only.

