

SMFA MISSION HILL FABRICATION STUDIO

POLICIES AND PROCEDURES

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The Mission Hill Fabrication Studio is a multi-material studio. Anything that does not create sparks or require water may generally be done in this shop.

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STUDIO ACCESS

Mission Hill Fabrication Studio (MHFS) is a high hazard studio. It is only open when a Safety Monitor or the Studio Manager is present.

The studio is closed to general use during times that classes are in session. A class schedule is posted on the door of the studio. The schedule for current hours that the studio will be available for general use will be posted outside the studio.

Students that are certified in the Fenway Woodshop may use the stationary equipment (table, band, and miter saws) and drills and drivers.

You must be appropriately attired to use the studio. See [Shop Attire](#) section for guidelines.

Violating studio policies can result in the loss of access to the studio. See [SMFA Studio Policy Violation Guidelines](#) for more information.

CERTIFICATION

Anyone wishing to use this studio must go through a two-part safety certification process or have taken a class which meets that requirement. Safety certifications are offered at the beginning of each semester and are signed up for in a box folder (link will be inserted here when it is available and online).

Once the safety certification has been achieved, users may request a “refresher” session about specific tools and processes from the Studio Manager.

STUDIO STAFF

Trained Safety Monitors supervise the studio when the Studio Manager isn't present or when classes aren't running.

- Monitors are primarily responsible for keeping everyone safe, although they also take care to keep the studio clean and well-stocked.
- When you arrive at the studio, the Safety Monitor on duty will greet you. Be sure to check in with them when you start working, especially if it's your first time using the studio.

- Let a monitor know if any supplies are running low, if you walked in to see a mess in a specific area, etc.
- Monitors can usually help you with finding things around the studio. You can ask for help with a technical issue, but they may not know the answer. Monitors are not obligated nor allowed to train students on entire processes; please see the Studio Manager for training. If you're really struggling with something, a monitor may be able to reach out to the Studio Manager for further assistance.
- While Safety Monitors perform some cleaning tasks, they are not paid to clean up after you.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

Users must follow all policies, procedures, and practices presented by faculty and Studio Managers during training sessions and listed on signage.

There is no storage of artwork or personal items allowed at MHFS. Any items left behind by the user may be subject to disposal.

It is your responsibility to leave the studio as clean or cleaner than you found it.

Plan to allot 30 minutes for clean-up at the end of your studio time.

SAFETY AND EMERGENCY PROCEDURES

Always visually inspect the tool and the area around it that you will be using. The tool and surrounding area should be free from debris and clutter.

Check for clearance of your material in relation to other people and projects in the work area. You should not be distracted while making a cut or be able to bump into someone else who is working.

Be aware of who is working around you and what tools they are using. Never stand behind the table saw when someone is cutting. Give your fellow students room to work and don't distract someone using tools.

No headphones in the shop!

MACHINE SET UP

Make sure the machine is setup properly before working. Check the following:

That blades and guards have been adjusted to the proper height. The minimum amount of blade necessary should be exposed.

Safety guards are in place.

Guides and fences are tight.

There is nothing in the blade and the blade is sharp.

Planers, joiners and routers are set to make light cuts.

Only use tools and adjust tools that you have been cleared to work with.

Do a dry run with the tool not running to make sure you have everything you need, i.e. assistance with large pieces, clearance around the tool, auxiliary roller stands.

Make sure to turn on the dust collection system before operating the tool.

If you have questions, please ask the Studio Manager or monitor on duty.

WOOD

Wood in this shop must be clean and dry, no plaster, glue, paint, dirt, nails, staples.

Particle and plywood cannot be used in the planer.

Do not use power tools for small work (16" or smaller). Use hand tools and a good clamping system.

Metals, plastics, and other non-wood materials are not to be cut in this shop without approval from the Studio Manager.

PORTABLE POWER AND HAND TOOLS

NEVER PUSH A CUTTER TOWARD YOUR FLESH!

Always avoid holding a piece of material in your hand when cutting or drilling. Secure work to a suitable work surface with at least 2 clamps.

Use both hands to operate tools. This keeps your hands away from the blades and gives you better control of the tool.

THERE IS NO PAINTING/STAINING OR OTHER SORT OF "FINISHING" IN THE SHOPS

This means no spray paints, no brush on paints, no rub on oils, no lacquers

ALERTNESS

Work only when you are mentally alert and can focus on the task at hand. Do not use tools when you are tired, tense, upset, hungry, or in a hurry.

Do not come into the shop under the influence of any drugs or alcohol, including prescription medications that warn against driving or using machinery.

When working for long periods of time or on repetitive tasks, remember to take breaks.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

Eye protection is mandatory while working with or in the vicinity of any power equipment. Safety glasses, goggles, or face shields are available to borrow while working in the woodshop. Please return all eye protection before leaving.

Hearing protection is strongly recommended while working in the woodshop. Earplugs and earmuffs are available. Audio playing on the shop radio should be limited to a volume that allows people to communicate easily. Headphones and earbuds are not permitted in the woodshop.

Dust masks are available and recommended when cutting or sanding. There is a dust collection system attached to most machinery in the woodshop. However, a certain amount of particulate matter that escapes collection is inevitable. Protect your lungs by wearing a dust mask.

Gloves **cannot** be worn in the studio when using tools. Gloves are only used when handling materials.

SHOP ATTIRE

Loose clothes that may become entangled in tools or tool blades are not acceptable.

Long pants are required for anyone who wishes to use tools or machinery within the Mission Hill Fabrication Studio.

Hair that is longer than shoulder length must be tied back.

Long-sleeved shirts must be rolled up past the elbow while operating equipment.

Ties, rings, watches, bracelets, dresses, or other loose clothing/jewelry cannot be worn while operating machinery.

Closed toed non-slip shoes (socks with sandals do not count).

Shoes providing full coverage must be worn at all times while working in MHFS
(No sandals, high heels, slippers, crocs, etc.)

EQUIPMENT

Overview of tools at MHFS:

- 2 miter saws: a Hitachi that is currently set at 90 deg and a Dewalt that is set at 45 deg
- 2 Saw stop table saws: one is a designated dado
- 2 band saws: a Delta 28-276 and a Laguna 14-12
- Router table fitted with a 1 1/4 horse router
- Non plunge 1 1/4 horse Dewalt router
- Makita trim router with various bases
- Festool T75 track saw and rails that can be combined to cut down full sheet
- Festool carvex jig saw
- Bosch and Dewalt jig saws
- Rockwell oscillating tool
- Dewalt portable bandsaw
- Rigid framing nailer
- Porter cable trim nailer
- Makita air compressor
- Centroform Vacuum former
- Bernina, Singer, and Brother sewing machines
- Finger Brake

MHFS also has various pull saws and other hand tools, a drill press and a 13" Dewalt planer in addition to our Makita drills and drivers. There is a set of folding saw horses, and the two big layout tables can be rolled apart.

MATERIALS

What materials can be purchased in this studio?

- Stretcher bars
- Risers

SMFA Mission Hill Fabrication Studio

C115 – High hazard studio

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- Vacuum formable plastics

What materials are available for free?

- Wood scraps
- Wood glue
- Various general purpose fasteners

IF YOU HAVE QUESTIONS, ASK! The monitors and Studio Manager are here to help you, make sure you are safe, and to impart their knowledge to you. Please take advantage of that.

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.