WSE Manufacturing: Rules and Regulations

1. Only authorized persons are allowed to work in the machine shop.
2. With the exception of Richard Middlestadt, no one is allowed to work in the shop without a partner.
3. All entrance doors are to remain locked and secured at all times. Do not prop the doors open.
4. You are not permitted to tear down any piece of equipment that is set up or currently being used by someone else.
5. Anyone using the shop must complete the “Machine Shop Usage” log, located on the table inside the shop.
6. All tools in the Student Shop may be used while working in the shop.
7. Tools may be removed from the machine shop, including safety glasses.
8. Broken tools/equipment or exhausted material/hardware must be listed in the log book under “items broken or out of stock.”
9. The shop phone is for emergency use only.
10. When you are finished working in the shop, all tools and equipment must be wiped off and placed where you found them. The floor must be swept and all trash and debris should be picked up and placed in a trash can.

Failure to follow all shop rules and regulations will result in the following:

- **First offence**: Verbal Warning
- **Second offence**: Written Warning. (Copies will be sent to the Manufacturing Manager and your Faculty Advisor.)
- **Third offence**: Denial of access to the shop.