Entry Procedures

- Please be present outside the machine shop no more than 5 minutes before your scheduled time slot.
- Once inside the Machine shop please leave your backpacks, coats in the plastic bin at the entrance.
- Head straight to sink, wash your hands thoroughly using soap and water.
- Replace your mask with the one supplied by the machine shop which must be worn at all times when in the student shop.
- Store your outside mask in paper bag, plastic bag or container to be brought by the student.
- Swipe student card through tracking system, confirm contact tracing info with the Student shop Machinist.
- Please have your drawing ready (No Drawing.. No machining!!)
- Follow the coloured tape to the allocated machine.
Machining Procedures

- Tool kit for machining along with digital caliper will be at the allocated machine.
- Assistance will be provided by the student shop machinist when required, just ask but remain at your allocated machine.
- If you need to use a tool not at the assigned machined ask the student shop machinist. They will get it, or operate the other tool on your behalf.
- Do not cross any area of the floor marked with black and yellow stripped tape, these areas are off limits to students.
Exit procedures

• Students are required to clean up the machine, tool kit, etc to the satisfaction of student shop machinist.
• Swipe out your student card in the tracking system.
• Head to the sink, wash hands, put on outside mask.
• Collect personal belongings and leave the machine shop and Building.
Washroom breaks

• Head straight to sink, wash your hands thoroughly using soap and water
• You should leave your supplied mask on while travelling to and from the washroom