



### The Assembly Lab Space Usage

This document is written for professors who want to use the Assembly Lab as a space for their classes. The space will function as a communal lab and follows similar rules for usage as other College of Architecture and Construction Management labs. This document will go over:

- Hours of Operation
- Usage and Activities
- Communal Space and Housekeeping

### Hours of Operation

The Assembly Lab functions as an extension of the Woodshop and will be open on the same schedule. When the shop closes, the assembly lab will be closed as well.

- Monday – Friday 9AM to 10PM

If you are using the space for a one-time class through the woodshop, please set up your class needs with a shop supervisor to gain access to the space. If you need to use this space for long term class project assembly or storage, you **MUST** get approval from your chair in order to gain access to the space.

### Usage and Activities

The Assembly Lab has a few functions that can be utilized by professors in the College of Architecture and Construction Management:

- As a lab space for assembling parts of a project that do not need more than hand tools, i.e., screwdrivers, wrenches, and hammers. Ex. Form liners for E-Tech, Construction Management class builds
- As a class usage space for medium to large project reviews. Ex. Furniture Design class or any design build classes
- As a temporary storage space for in progress work for medium – large projects. Ex. Furniture Design class, Tactical Urbanism.

This space has a projector and screen set up, a few worktables, and open floor space that can be utilized by professors. This will lend to the activities that we have listed above.

Along with the activities that we want this space to be used for, there are some actions that are better suited for the Woodshop or another lab and should not be done in this space.

### Activities Not allowed in the Assembly Lab

- Fabrication that creates a hazardous environment is not allowed in N003
  - Sanding should be done in the woodshop
  - Cutting with saws should be done in the woodshop
  - Finishing or painting with non-latex or waterborne finishes should be done either in a spray booth or outside on a tarp

- Finishing with latex or waterborne finishes is allowed but must be done using adequate tarps to protect the floor.

The Assembly Lab is NOT a power tool workspace and should be only used with hand tools that do not create a hazard to those in the space. Unlike the woodshop, this space is not equipped with dust collection so many of the activities, including sanding and powered saw cutting, are strictly prohibited in the Assembly Lab. These tools will not be able to be removed from the Woodshop to be used in the space. If any tools that create a hazardous environment are found in the space, either from the Woodshop or personal, your class will not be able to use the space for the remainder of the semester.

### **Communal Space and Housekeeping**

The Assembly Lab functions as a space for the entire College of Architecture and Construction Management and needs to be available for use by any faculty that need to use the space. Professors who need to use this space cannot monopolize the space and will be responsible for making sure that this space is put back into usable condition after use. This means that if students move objects to the middle of the floor during class, they must move the objects out or back to the perimeter after use, including tools, tables, and materials. We want to make sure that professors and students are taking care of this space as well as keeping in mind that others may also use this space.

As mentioned above, approval of storage of in-progress projects must be given before use of the space. When leaving projects in the space, please make sure that the space is still accessible to others. This space is not only a working space but it is also a class space and should be left in a condition that can be used for either. Make sure that the walkways and exits to the space are not blocked by materials, or projects. If there is not any space for your project to be stored, please check with your department chair to find alternatives for project storage.

When doing any work with approved finishes (latex paints, water-based finishes), a tarp or other type of floor covering must be used to help keep the floor protected. This also applies to any gluing or polymer work that is done in this space including wood glue projects, epoxy resins, etc. These processes can get very messy very quickly, so make sure to use floor coverings for these.

Any leftover material is the responsibility of the student to remove and break down. This should be part of the clean-up process and if done every work day will mean less to take care of at the end. You and your students will be contacted to clean up the space if it is left in an unacceptable state.