



This document is for faculty, coordinators, and student groups who have large project needs that include the woodshop. Directed mainly towards the faculty, this document is also a guide for student projects that require more involvement of the woodshop spaces and the staff therein.

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Initial Project Consultation

Set up a time that we can talk about your job at least three (3) weeks before you plan to come into the shop. This planning meeting should include the professor or one or two students, preferably the students who will act as project leads. This allows us to understand what your project is, plan for CNC or shop usage if needed, and answer any questions you may have about the process.

If you are a coordinator planning for multiple sections of a class using the Woodshop, we ask that you set up a time with us within the first two (2) weeks of the semester at the latest. These projects usually require us closing the shop to other students during class times, presenting demos during those times, and result in special supervision requirements due to increased head count in the lab. We must schedule the shop early because reserving the space will shift the times other classes and students can use the shop. We have to give the college a heads-up for shop closures as early as possible.

As mentioned previously, this consultation is to review what your project is to help us facilitate the success of the students. During this consultation, we want to go over a few topics that may include:

- **Material**
 - What materials you are looking to use for your project?
 - Do you want recommendations from the lab staff?
 - Who is purchasing the materials for the project (grant, department, students, etc.)?
 - Where the material will be stored?
 - When will the materials be in the shop?
- **Timing**
 - When do you expect to use the woodshop and what will you need during those times?
 - What are the due dates for this project?
 - Are there multiple days that the shop needs to be reserved for exclusive use?
 - Do you need space to store the project until completion?
 - When are demo days if needed?
- **Equipment**
 - What equipment do you need to use for your project?
 - Does there need to be a new piece of equipment ordered for your project?
 - What maintenance items do we need to order or protocols do we need to perform to successfully assist your group?

- **Demonstrations for Projects**
 - Do you need staff-led demonstrations for your project? On what topics?
 - What materials are needed for the demo?
 - Who is purchasing these materials (grant, department, students, etc.)?
 - What days will the demos happen?
- **Roster of Students Involved**
 - Plan a process to verify that the Woodshop Safety Course has been completed by all students who will use the shop
 - Identify project leads or duties so we know who to contact with questions

All of these topics are part of project management and letting us know this information helps us plan so we can keep the shop moving. It also helps keep completed projects moving through the shop. We are here to help facilitate success, both in the faculty and the students, so this consultation is very important to help us help you succeed.

Woodshop Material Storage

If you have a bulk order for material that has to be stored in the lab spaces, you must get approval **BEFORE** the materials are delivered in order to secure space. The Woodshop does not have the space to do long-term storage of project materials. When you have a project that requires a large purchase, plan on starting work immediately once the materials are received. There is limited space available for storage of projects in progress so please keep this in mind as you plan for your project.

When receiving materials to the shop, **the professor or group is responsible for being here to receive, check, and move the materials to their temporary location in the shop.** Material in the shop is the responsibility of those who bring it into the shop so make sure your material is labeled and can be identified as yours if ownership is questioned.

Woodshop Reservations

Reserving the Woodshop is only available to coordinators and professors in the CoACM. To reserve the shop, we will talk to you in the initial project consultation and base reservations off of your need. Most projects operate with just use of space but there are some projects or modules that need more assistance from the shop staff. There are three types of reservations that we will offer:

- **Use of space** – This will let you use the space as normal and depending on what you may need for your project, the lab staff can help you get set up for what you need in the shop. Student-led projects and projects that need light assistance would use this. Example: E-Tech demolding, Tactical Urbanism
- **Soft Reservation** – The space will be reserved for your students and the staff will be available to assist your students as needed but the shop will still be open unless you, the professor, need the space to talk to or demo for students. Single classes would use this option unless demo days are needed. Example: Furniture build days
- **Full Reservation** – The space and staff will be dedicated to your class during the class times we set up. The shop will not be open to outside students until the class is completed with the shop. Coordinators or professors who need staff-led demos would use this option as the shop cannot be fully open simultaneously with demo days. This would also apply to large groups of students using the shop at the same time which would make supervision of additional students impractical. Example: E-Tech form liner build sessions, 2nd year project days

Long Run CNC Jobs

For standard CNC operating procedures, please see the CoACM Woodshop page or follow this link to the [CNC Procedure](#)

Once you have talked with us about your project and found that the CNC is the best tool to move forward, we can start with setting up a time for your group to come in and do an initial file review. We will ask that once you have your files ready, bring them to the shop so we can do an overview of the files to identify any issues that may come up during CNC programming. Having all of your files at one time will help us give you a time frame but it will ultimately be determined by who you have working on the project.

THE CNC WILL NOT RUN UNLESS YOUR GROUP LOADS, CLEANS, AND UNLOADS THE MACHINE! Please make sure that your group is available to handle these jobs during the duration of the run.

If the job is going to be a particularly long run job, we may ask for a schedule of volunteers that will be on call. This is mainly so we know when to expect someone in your group and can plan on running other CNC jobs when your group members are not available.

Suggestions for Success

Before bringing a job down to the shop, it is ideal that the design be complete. Any work that we do before a design is complete is **NOT** final and can drastically change depending on any changes you make. Similarly, materials should not be ordered before at least 80% of the design is complete for large projects. The last 20% should not be big changes that alter the core of the design. Once you have a design, then you can plan for materials and fabrication methods.

We suggest that you appoint someone or ask someone to step up to be a team lead for the project. This makes it easier to manage, especially when you have multiple parts of the project happening at the same time. This also is a way to split up duties so that only one person will be responsible for keeping up with the files that are run if using the CNC, one person responsible for keeping up with materials for the project, etc. This is a great opportunity and excellent for a student's resume.

It is highly suggested that you create a project workflow/fabrication workflow once design is completed. This will help your group stay on track to complete and help keep any changes to the schedule from disrupting your completion date. This should be developed by the project lead or manager that is designated.

Once building has begun, any changes to your design should be considered a change order that would normally have an added cost to them. When building on a smaller scale, it could just be picking up a few more materials from a local store but once you start building larger, you have to deal with purchase lead times, delivery of the materials, cost of those additional materials, and the additional time of fabrication. These may seem small on your studio projects but once you move to a bigger scale, they can become very noticeable. A 2\$ change on a 10\$ model is still a 20% additional cost to the work that you are doing.