

Studios for Art and Design Research
Ohio State University
Department of Art / Department of Design

Mission

The SADR is a hands-on learning environment that serves the departments of Art and Design. It supports research, fabrication and innovation by providing a wide range of digital and analog tools and equipment in a safe, collaborative and respectful environment.

Access

In order to access the SADR, Students, Faculty and Staff must:

- Be employed by the department of Art or Design, or be enrolled in a class offered by either department requiring use of the shop.
- Complete Woodshop Orientation. Orientation sessions are scheduled at the beginning of every semester and are also available by appointment for groups of 3 or more.
- Orientation sessions are held on Fridays @ 10:00 a.m. and 2:00 p.m.
- After orientation, users may schedule time in the Wood Shop during supervised shop hours.
- Access to the CNC, Digital Fabrication, or Metal Shop is by appointment only, and may require additional training.
- Once you have reviewed this guide, you will need to complete the online test:
<https://forms.gle/Pk9oLCEwBtadd4yX6>

Overview

The SADR is located on the first floor of Hopkins Hall consisting of the following rooms:

- 172 - The Wood Shop. Main Fabrication studio.
- 171 - The Project Studio. 3D Classroom, available outside of class time.
- 175 - Digital Fabrication Shop. Laser cutters, 3D printers, Scanner and vinyl cutter.
- 176 - CNC Shop. CNC router & material storage.
- 169 - Metal Shop. Welding and light metal fabrication.
- 477- Spray Booth. Exhaust system for use with noxious materials, flammable materials storage locker, flammable waste disposal cans. When using the spray booth, proper ventilation and disposal of dangerous waste is imperative.

Procedures

Scheduling

All shop usage outside of general class time must be scheduled via bookings. To make appointments, visit the bookings page [here](#), and locate services beginning with "SADR".

While it is possible to drop-in during regular hours, the only way to ensure work-time in any SADR facilities is to book time in advance.

What You Need to Bring

You are expected to supply the following consumable materials:

- Dust masks / Respirators
- Safety glasses
- Adhesives
- Abrasives (5" Hook & Loop / Sheets)
- Fasteners
- Staples for the staple gun (T50)
- Brad Nails for nail gun (18 gauge)
- Pencils/pens/drawing implements
- Raw materials for building / fabricating.

Approved Materials

- Wood
- Plywood
- Acrylic / plexiglass
- Paper / cardboard
- "XPS" Insulation foam

Cleaning

- Keep dust to a minimum.
- For dust-intensive processes, notify a technician so they may ensure adequate dust collection.
- Always sweep and vacuum dust and debris you generate both as you work and when you are done working for the day.
- Clean wood dust and scraps should be thrown into the blue bin marked "clean wood," all other materials should be thrown into regular trash cans
- Be sure that all scrap materials from your projects are properly disposed of.
- If you are still working in the shop 15 minutes prior to closing time, you must come to a stopping place, clean up, and be ready to leave by closing time.

Storage

- In your locker.
- If you do not have a locker through your class, one may be assigned to you by shop management.
- For long-term processes such as clamping and gluing, be sure to speak with a technician first. Do not leave clamped / glued work on work tables.

Advanced Equipment

In general, most tools are available after completing the orientation. However some equipment in the shop requires more advanced training. In addition, you will need to schedule an appointment to use these tools.

- Laser cutter
- Vinyl cutter
- CNC machine
- Lathe
- Sewing Machine
- Jointer
- Welding
- Metal Cutting
- Planner

To use one of these advanced tools:

- Speak with a technician to schedule an orientation appointment on the chosen tool
- Pass orientation / training on that specific tool during your first appointment, and have some remaining work time
- Schedule an appointment for all future work sessions on that tool.

Safety Policies

Apparel

- Wear all necessary protective gear and clothing. This includes your PPE.
- Wear closed-toed shoes that offer protection and good mobility. No flip-flops, sandals, high-heels, or any other footwear that exposes your feet or impedes your movement will be allowed.
- Do not wear any apparel, nor have anything hanging from your body that can get caught in your work or the machinery. This includes ties, lanyards, loose clothing, jewelry, gloves, or even long hair.

Medical Emergencies

- Emergency: 9-1-1
- Non-Emergency Public Safety: (614) 292-2121

- Unless trained, do not render assistance above basic first aid.
- Do not attempt to move the injured person unless he/she is in immediate danger.
- Clear the area of unnecessary people.
- Have someone meet and escort the medical team to the victim.
- Limit your communications with the ill or injured person to quiet reassurances.
- After the person's immediate needs have been met, remain to assist the investigating officer with pertinent information about the incident.
- If the victim is a staff member, notify his/her supervisor.
- For all medical related incidents, you must tell the technician on duty so that they can file an incident report.
- Always use the buddy system when there is not a tech on duty. Accidents do happen. You need to have a second person present so that if you become unable to help yourself, the second person can render aid and contact outside help.
- Do not try to remove foreign objects from the eye or body before seeking medical treatment. If you get chemicals in your eye use the eyewash for 15 minutes.
- First aid kits are located by the main desk, in the machine shop, and in the project room; eyewash stations are located by the main desk and by the sink in the project room.

Materials

- No toxic, flammable, or other dangerous materials are allowed in any of the fabrication areas: this includes the Wood Shop, Metal Shop, Digital Fabrication Shop, CNC Shop. These include liquids (solvents, acids, alcohols), aerosols (spray paint, spray adhesive), and solid materials (pressure treated lumber/plywood, MDF, many plastics).
- If you have doubts about the appropriateness of a material, please check with a technician.
- Use of certain dangerous/noxious liquids and aerosols is permitted, but only in the spray booth (room 477).
- All combustible materials must be stored in the yellow cabinet in the Spray Booth on the 4th floor. Combustible materials found on shelves will be reclaimed by studio technicians and may not be returned.
- Use only wood, foam or acrylic in the wood area. Use only metals in the metal area of the Tool Room.
- You may not use reclaimed wood on the table saw or chop saws. It may contain nails, screws or rotten material.
- Used wood that has or had any nails or screws in it, as well as any unsafe/uneven boards, should be placed in the trash bin.
- Absolutely no bio-hazardous material is permitted in the SADR! This includes no use of animals in projects.

Tools & Equipment

- When in the Wood Shop, always use the central dust collection system. This includes opening the blast gate to the tool in use. When finished, be sure to close the gate and turn off the collection system. Use the Festool dust collector when using hand held power tools. Also, please turn on the hanging air filters units when creating airborne debris.
- Never use compressed air to blow dirt or chips from machinery or clothing. Clean up with a brush and dustpan once the machine has come to a complete stop.
- Keep your fingers at least 6 inches away from the point of operation (saw blade, drill bit, etc.) of any machine. Use a push stick when appropriate.
- Firmly secure materials with clamps that will be drilled to prevent them from slipping or spinning out of control.
- **Before working on a machine:**
 - Check that it is correctly set up for use. Never assume a tool is properly adjusted.
 - Perform a physical inspection for wear on cords / hoses and other parts. If the tool needs repair, do not attempt to operate it.
 - Bring any damage to the attention of a technician immediately.
- If the blade or sanding disc/belt needs to be changed on a tool, ask a technician to change it.

Conduct

- Do not work in the shop if you are:
 - Hungry, tired, or in a hurry.
 - Have consumed drugs or alcohol.
 - Have not passed the orientation process.
- Do not use any tool if you do not feel completely knowledgeable and confident in its use. The technicians are here to help you learn, so be sure to ask if you have any questions.
- Be courteous to those around you:
 - Warn anyone standing or working near a tool before you turn it on.
 - Use visual signals to get the attention of someone working with a tool.
 - Remember that they may not be able to hear you, and if you touch them to get their attention, you may startle them and cause them to hurt themselves.
- No horseplay is allowed anywhere in the SADR. This includes running, jumping, wrestling, throwing objects, intentional loud noises, or anything else that could distract other people in the shop.
- All guards / shields must be in place while a machine is in operation.
- Do not prop open any of the doors in the SADR. The doors are locked to restrict access to those without proper training. This is for your own safety.
- Never attach anything to the pipes, sprinklers, or lighting fixtures.

- Talk with a technician before starting any large-scale project. We will work with you to find an appropriate location for you to work.
- Do not bring any unapproved materials into the building.
- Objects or installations that are themselves hazardous or contain any unapproved materials will be dismantled and disposed of.
- Absolutely no dangerous or violent activity will be tolerated in the shop, this includes the use of any shop resources/facilities to make weapons.