

**OPERATING RULES
Clubhouse 4 Glass
Studio/Workshop**



A. General

1. Residents and guests must sign in upon arrival at the facility.
2. If no volunteer supervisor is present, ask the lapidary volunteer if able to use a table to cut material or do stain glass work as they may not be comfortable with overseeing glass work.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
4. Residents requiring training may sign up with the glass club or contact the glass studio/workshop head volunteer supervisor.
5. Cutting tempered glass in the glass studio/workshop is not permitted.
6. Maximum cutting size for glass sheets is 24" x 24".
7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
8. Work quietly in the studio. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
9. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
11. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.

B. Safety

1. Loose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is not permitted. Nonslip, closed-toe shoes are required. Secure long hair in a ponytail.
2. Wear ANSI Z87.1-compliant eye protection; supplies are available from the glass shop supervisor in the form of a full-face shield, eye goggles or safety glasses. Use face shields or dust masks when cutting operations that are dusty.
3. Never leave any equipment running unattended; turn power off before stepping away from the equipment.
4. Operate glass studio/workshop equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
5. Refer to the studio/workshop procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24" flat lap and/or material handling.

C. Cutting Glass

1. Ensure the cutter is aligned with the ruler center while using the plastic grid cutting table. Do not run the cutter over the grid; it dulls the blade.
2. Vacuum the cutting board as necessary.

D. Ring Saws

1. Proper training on these delicate saws is required. See volunteer supervisor.

E. Kilns

1. A volunteer supervisor must be present when using a kiln. List the resident's name and phone number for any kiln operated by a resident. Use calendar on the clipboard next to the kiln.
 - a. Choose a kiln that is size appropriate to the piece to be fired.
 - b. Project kilns require multiple power sources.
 - c. Residents must include their name and phone number on the calendar assigned to the kiln they are using.
 - d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.

F. Molds

1. Resident molds cannot be used during Saddleback Emeritus classes.

G. Covington 24" flat lap

1. Inform supervisor on duty to use the machine.

H. Emeritus Students

1. Students may not enter the room without a volunteer supervisor present.
2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
3. Students may enter the studio/workshop only during actual class times of the specific class(es) in which they are enrolled.
4. Serial production is not permitted (no more than three pieces of the same kind).
5. Only Emeritus students are allowed in the studio/workshop during an Emeritus class.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.