

**OPERATING RULES
Clubhouse 4 Lapidary
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 glass volunteer supervisor if able to use a table to carve or hand sand material as they may not be comfortable with overseeing lapidary work. Individual must have been trained on safety procedures.
 - a. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
3. Do not add oil to saws; see volunteer supervisor.
4. Never leave any equipment unattended while in operation.
5. Time limits for slab saw use are as follows: (clean saws after each use)
 - a. Saws one, three and four: one hour.
 - b. Saws two and five: two hours.
 - c. Limit of two saws per person.
6. If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
7. After each work session or end of class, all grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
8. Clean area thoroughly of debris and rock chips after each visit.
9. Work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
10. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
11. 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.
12. 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.
13. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.

B. Safety

1. Do not wear loose clothing, gloves, neckties, bracelets or jewelry that could get caught in moving parts. Non-slip, closed-toe footwear is required. Tie up/back long hair.

2. Always use safety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
3. Watch out for your fellow residents/guests; announce yourself when you are behind someone.

C. Lapidary Specific Rules

1. Beginners must check with the volunteer supervisor on how to use the machinery properly.
2. When using glue on the work tables, cover the surface with paper or a work board.
3. Each piece of equipment is designed for specific purposes and should never be used for tasks beyond its capabilities. No home improvement projects, marble or tilework are permitted on any of the lapidary equipment.

D. Emeritus Students

1. Students must 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 the 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.