

**GRF OPERATING RULES  
Clubhouse 4 Glass Studio**



**A. General**

1. Residents and guests must sign in upon arrival at the facility.
2. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
  - a. If no glass volunteer supervisor is present, ask the lapidary volunteer supervisor for permission to use the cutting table to cut material or to do stain glass work as they may not be comfortable with overseeing glass work.
  - b. No equipment (grinder, saws and flat lab, kilns, etc.) is permitted for use without a glass volunteer supervisor present.
3. The volunteer supervisor must verify the completion of user training before any resident or guest may operate any equipment in the glass shop.
4. Residents requiring training may contact the glass studio head volunteer supervisor.
5. Cutting tempered glass in the glass studio is not permitted.
6. Maximum cutting size for glass sheets is the size of cutting table.
7. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
8. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
9. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
10. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
11. Staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine whether a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
12. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
13. Club meetings and events do not have priority use. Club events must be approved by the Recreation and Special Events Department 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 are not permitted. Secure loose/long hair in a ponytail.
2. Nonslip, closed-toe footwear is required.
3. 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 during cutting operations that create dust.
4. Never leave any equipment running unattended; turn power off before stepping away from the equipment.

5. Operate glass studio equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
  6. Refer to the studio procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24-inch flat lap and/or material handling.
  7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
- C. Cutting/Grinding 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 after each use.
  3. Always turn on the water when using the electric diamond glass cutting machine to avoid blade damage.
  4. Always use water in the form of a wet sponge to cool the glass grinder heads.
- D. Ring Saws
1. Proper training on these delicate saws is required. See volunteer supervisor.
- E. Kilns
1. A glass volunteer supervisor must be present when filling and emptying 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. Residents must include their name and phone number on the calendar assigned to the kiln they are using.
    - c. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.
    - d. Used kiln shelves must be prepared for the next user.
- F. Molds
1. Resident molds cannot be used during Saddleback Emeritus classes.
  2. If a user breaks a mold, reimbursement or replacement may be requested.
- G. Covington 24-inch flat lap
1. Ask supervisor on duty to use the machine.
  2. The flat lap can only be used for glass or rocks work.
- 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 Laguna Woods Village promptly by the end of class.
  3. Students may enter the studio 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 during an Emeritus class.
  6. Baker's rack is for projects in progress only. No storage of material is permitted.
  7. Name, phone number and date must be added to the project in the rack.

Note: The Recreation and Special Events 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. GRF is authorized to take disciplinary action against a member found in

violation of the operating rules. Register a complaint by contacting the Security Services Department at 949-540-1400 or the Compliance Division at [compliance@vmsinc.org](mailto:compliance@vmsinc.org) or 949-268-CALL.