

**GRF OPERATING RULES
Clubhouse 4 Lapidary 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/workshops will remain closed unless a volunteer supervisor is on duty.
3. If no lapidary volunteer supervisor is present, ask the glass volunteer supervisor for permission to use a table to carve or hand sand material as they may not be comfortable with overseeing lapidary work. Individuals must have been trained on safety procedures.
 - a. No equipment (grinder, saws and flat lab, dop pot, etc.) is permitted for use without a lapidary volunteer supervisor present.
4. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
5. Do not add oil to saws; see volunteer supervisor.
6. Never leave any equipment unattended while in operation.
7. Time limits for slab saw use are as follows: (clean saws after each use)
 - a. Saws 501, 503 and 504: one hour.
 - b. Saws 502 and 505: two hours.
 - c. Limit of two saws per person.
8. If any equipment does not appear to be operating correctly, or emitting improper/burning smell shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
9. After each work session or end of class, all grinding wheels, sanders and the tile saw must be cleaned and wiped down to avoid water stains/rust.
10. Clean area thoroughly of debris and rock chips after each use. Clean up spills immediately.
11. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
12. Residents and guests must work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
13. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
14. 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.

15. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
16. 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.
17. 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. Tie up/back long hair.
2. Nonslip, closed-toe footwear is required.
3. Always use safety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
4. Watch out for your fellow residents/guests; announce yourself when you are behind someone.
5. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.

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 worktables, cover the surface with paper or a work board.
3. Each piece of equipment is designed for specific purposes and should only be used for lapidary-related tasks. No home-improvement projects, stone floor or tilework is permitted on any of the lapidary equipment. Working on projects that include metal is prohibited 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 Laguna Woods Village 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 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 or 949-268-CALL.