

OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

Thursday, August 10, 2023 – 1:30 P.M. Board Room/Virtual Meeting

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

- 1. Join the Committee meeting via a Zoom link at: https://us06web.zoom.us/j/87439575498 or by calling (669) 900-6833; Access Code: 874 3957 5498
- Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

- 1. Call to Order
- Acknowledgement of Media
- 3. Approval of the Agenda
- 4. Approval of Meeting Report for July 17, 2023
- 5. Chair's Remarks
- 6. Department Head Update
- 7. Member Comments (Items not on the agenda)

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

- 8. Financial Statement
- Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. None

<u>Items for Discussion and Consideration:</u> (Entertain a Motion to)

- 11. Resident Request for Pool 5 Lane Lines
- 12. Recreation and Special Events Department Operating Rules (Clubhouse 4 Only)

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Equestrian Center Non-Resident Boarder Fee
- Drop-In Lounge Television

Concluding Business:

Committee Member Comments

- Date of Next Meeting: Thursday, September 14, 2023 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair Alison Giglio, Staff Officer Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Monday, July 17, 2023 – 10 a.m. Board Room/Virtual Meeting

MEMBERS PRESENT: Yvonne Horton, Chair, Elsie Addington, Diane Casey,

Maggie Blackwell, Cush Bhada, Mark Laws, Sue

Stephens, Ajit Gidwani

MEMBERS ABSENT: Pearl Lee, Dennis Boudreau (both excused)

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Juanita Skillman, Andy

Ginocchio, S.K. Park, Egon Garthoffner

STAFF PRESENT: Alison Giglio, Jennifer Murphy, Jackie Chioni, Tom

McCray, Siobhan Foster, Ted Ball, Laura Cooley, Samantha Kurland, Peter Quan, Carmen Aguilar

Call to Order

Chair Horton called the meeting to order at 10:03 a.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Addington seconded.

Motion passed unanimously.

Approval of Committee Report for June 8, 2023

Director Bhada made a motion to approve the report. Director Addington seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she attended a Clown Alley Club meeting as a guest last week in which the club was presenting a demonstration on how to pantomime. The Clown Alley Club is recruiting for new members and those interested may contact the club. Chair Horton attended the Fourth of July Celebration at Clubhouse 2 had a good time at the event.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Father's Day at Clubhouse 5 had 115 attendees; over 1,000 were in attendance at the Fourth of July Celebration outdoor concert at Clubhouse 2 with 102 entries for the parade; the 90s Luncheon at Clubhouse 5 hosted 315 attendees with 215 of those attendees over 90 years of age; welcome to Samantha Kurland, the new Clubhouse 1 supervisor; the China Painters met at Clubhouse 4 and will continue to meet weekly; the Camera Club has begun lectures with more scheduled for the future; the Clubhouse 5 water heater providing hot water to the pool locker rooms was replaced; the HVAC system at Clubhouse 7 is being repaired; a new leased horse has been acquired for the Equestrian lesson program; the Equestrian quarantine pen is completed as well as shade for the outdoor pens; the Equestrian show season featuring boarders begins in August.

Ms. Murphy stated the following upcoming events: the Performing Arts Center will host two movies per month during the summer months with Top Gun (1986) movie today at 2 p.m. and Maverick on July 24 at 2 p.m.; Kids Summer Splash Days at Pool 2 sold out for the first two sessions, but tickets are available for August 18; Clubhouse 5 will host the monthly dinner on July 24; the 5th Dimension Live will be at the Performing Arts Center on September 9; Aqua Fitness with Casey Chavez returns Tuesdays and Thursdays, 4 to 5 p.m.; Zumba Gold registration is open for Mondays, 10 to 11 a.m., Wednesdays, 9 to 10 a.m. and Fridays, 9 to 10 a.m.

Mr. McCray stated the golf course is in good shape and bunker renovations are occurring; the driving range is growing grass and staff installed practice nets to allow residents practice while the driving range is being renovated; gardeners not responding to staff correspondence are being sent to compliance; Chair Horton inquired as to the wait list at the Garden Centers. Mr. McCray stated there are currently 175 residents on the wait list for garden plots plus those waiting for tree plots; Veggiepod rental is on the 28-day hold for approval. Director Bhada inquired as to those who have not paid Garden Center fees. Mr. McCray stated staff is contacting those who have not paid, however the main focus at this time is weed control and measures to aid in rat abatement.

Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: Clubhouse 1 locker room issue with regards to number of toilets available.

Discussion ensued.

CONSENT

Director Bhada made a motion to approve the consent calendar. Director Addington seconded.

Motion passed unanimously.

REPORTS

None

ITEMS FOR DISCUSSION AND CONSIDERATION

Donation of Funds for Equestrian Center Mini Horse - Director Bhada made a motion to recommend a resolution of the donation of \$3,000 for the Laguna Woods Village Equestrian Center to be used for Sebastian's care in accordance with the Donation Policy. Director Addington seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Partial Review) – Director Addington made motion to accept the presented operating rules with suggested edits. Director Bhada seconded.

Discussion ensued.

Staff was directed to implement the suggested edits and bring the operating rules back to the Community Activities Committee for review.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Report of GRF Community Activities Committee Regular Meeting July 17, 2023 Page 4

Committee Member Comments

Advisor Gidwani thanked the committee and staff for streamlining the review process. Director Blackwell stated she appreciates the red line copies of the documents. Director Addington requested the addition of Drop-In Lounge TV under Items for Future Agendas.

Chair Horton thanked all the clubhouse supervisors for attending CAC today. Director Casey stated this was a good meeting.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, August 10, 2023.

Yvonne Horton, Chair

Adjournment

There being no further business, the Chair adjourned the meeting at 12:43 p.m.	
Yvonne Horton	

Golden Rain Foundation of Laguna Woods Recreation Services Summary of Operations 6/30/2023

		Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$B/(W)	VAR% B/(W)
,	Non-Assessment Revenues:	Ç	Ç	Ç	Ç	Ç	Ç	100	0,00	, ACC + CTC	4,000	(100 554)	()040()
٦,	Golf Green Fees	<u>Q</u> °	0,4	<u>Q</u> °	<u>Q</u> °	<u></u>	O C	\$788,005	\$0,248	\$7,94,253	\$872,244	(166,774)	(8.94%)
7	Golf Operations	0	0	0	0	0	0	116,082	0	116,082	189,636	(73,554)	(38.79%)
m	Merchandise Sales	0	144	26,801	0	0	0	60,777	0	117,722	182,958	(65,236)	(32.66%)
4	Clubhouse Rentals and Event Fees	7,216	14	0	147,519	2,780	0	9,035	254,976	421,539	315,978	105,561	33.41%
2	Rentals	0	0	0	0	0	43,955	31,500	0	75,455	64,698	10,757	16.63%
9	Miscellaneous	37,841	64,867	1,751	52,838	79,371	0	84	16,388	253,140	235,810	17,330	7.35%
7	Total Non-Assessment Revenue	45,057	65,025	28,553	200,357	82,151	43,955	1,035,483	277,612	1,778,192	1,861,324	(83,132)	(4.47%)
	Expenses:												
8	Employee Compensation	421,109	195,767	8,453	332,658	183,724	46,088	756,398	161,637	2,105,833	2,042,190	(63,642)	(3.12%)
6	Expenses Related to Employee Compensation	96,533	62,387	1,951	92,740	30,136	18,472	293,147	44,426	639,791	739,182	99,391	13.45%
10	Materials and Supplies	7,004	84,956	321	46,070	93,431	10,172	122,645	8,595	373,194	328,810	(44,384)	(13.50%)
Ξ	Cost of Goods Sold	0	0	12,067	0	0	0	66,341	0	78,408	112,146	33,738	30.08%
12	Community Events	108	15,421	0	59,025	7,716	103	0	133,985	216,357	176,966	(39,391)	(22.26%)
13	Utilities and Telephone	539	150,269	0	315,106	9,617	29,095	217,035	58,148	279,808	695,394	(84,414)	(12.14%)
14	Fuel and Oil	0	0	0	0	09	0	0	0	09	0	(09)	0.00%
15	Equipment Rental	0	12,284	0	0	0	0	25,411	0	32,695	56,172	18,477	32.89%
16	Outside Services	27,205	315,601	72	19,054	10,950	13,357	116,330	13,630	516,200	397,119	(119,081)	(36.65)
17	Repairs and Maintenance	0	5,793	0	8,020	7,291	0	7,599	384	29,087	33,668	4,581	13.61%
18	Other Operating Expense	22,454	3,976	0	13,169	1,319	294	9,112	1,584	51,910	55,849	3,939	7.05%
19	Property and Sales Tax	43	10	1,928	212	28	102	7,333	25	089'6	14,207	4,527	31.86%
70	Total Expenses	574,995	846,464	24,792	886,053	344,270	117,684	1,621,353	422,413	4,838,024	4,651,704	(186,320)	(4.01%)
21	Net Cost (before allocations)	\$529,938	\$781,440	(\$3,761)	\$685,696	\$262,119	\$73,728	\$585,870	\$144,801	\$3,059,832	\$2,790,380	(\$269,452)	(%99'6)
22	Allocated To Departments	(326,735)	0	0	(19,744)	0	0	0	0	(399,479)	(266,777)	132,701	49.74%
23	Allocated From Departments	150,493	66,381	6,781	423,013	28,874	4,032	75,034	63,394	818,002	715,514	(102,488)	(14.32%)
54	Net Cost	\$300,697	\$847,820	\$3,020	\$1,088,965	\$290,994	\$77,761	\$660,904	\$208,195	\$3,478,356	\$3,239,117	(\$239,239)	(7.39%)

Agenda Item #8 Page 1 of 1

Laguna Woods Village® Recreation Dashboard

UPCOMING EVENTS

Aug 18: Splash Days, Pool 2, noon

Aug 21: Monday Movie, A Man Called Otto, PAC, 2 p.m.

Aug 28: Monday Movie, Mr. Malcolm's List, PAC, 2 p.m.

Aug 28: Monthly Dinner, Clubhouse 5, 5 p.m.

Sept 9: Grandparents' Fun Day, Clubhouse 5, 1 p.m.

Sept 9: The 5th Dimension Concert, PAC, 7:30 p.m.

Sept 18: Monday Movie, Till, PAC, 2 p.m.

Sept 18: Monthly Dinner, Clubhouse 5, 5 p.m.

Sept 23: International Peace Festival, Clubhouse 2, TBD

Sept 30: Outdoor Concert, Clubhouse 2, TBD

Health and Wellness Expo, Clubhouse 5, 10 a.m. Oct 7:

Oct 14: Halloween Hoedown, Equestrian Center, 4 p.m.

Oct 16: Monday Movie, Puss in Boots: The Last Wish,

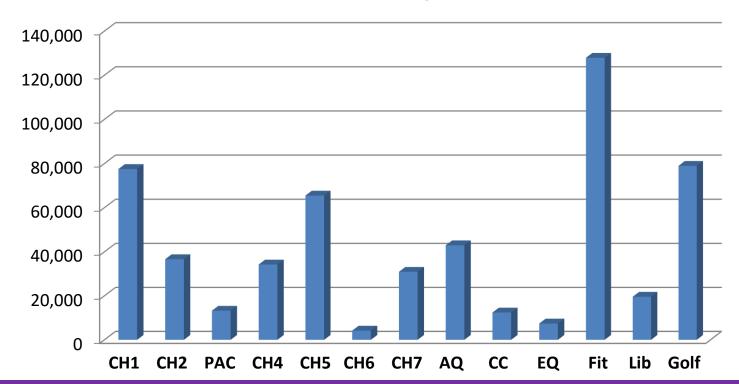
PAC, 2 p.m.

Oct 23: Monthly Dinner, Clubhouse 5, 5 p.m.



The 5th Dimension Live will be at the Performing Arts Center on Saturday, September 9 at 7:30 p.m. Tickets are available at the Performing Arts Center box office.

Facility Usage (2023 YTD)



FEATURED PROGRAM

Grandparents' Fun Day will be hosted at Clubhouse 5 on Saturday, September 9 at 1 p.m. Enjoy a fun-filled afternoon with the grandkids featuring indoor inflatables, arts, crafts Agenda Item #9 and games! Page 1 of 1



STAFF REPORT

DATE: August 10, 2023

FOR: Community Activities Committee
SUBJECT: Pool 5 Lane Lines Resident Request

RECOMMENDATION

Review resident request to remove current lane line procedures and allow the lifeguard on duty to use discretion when removing lane lines to allow for more or less lanes lines due to pool users.

BACKGROUND

A resident submitted a Recreation Committee Request form (Attachment 1) requesting that lifeguards be flexible with removing lane lines based on the amount of people that want to lap swim instead of sticking to a set schedule. Premier Aquatics lifeguards adhere to current procedure which states: four lane lines, 6 to 10:30 a.m. and two lane lines, 10:30 a.m. to 9 p.m. This procedure is currently listed on the posted pool schedule and in the Operating Rules for Pools, Hot Pools and Locker Rooms.

DISCUSSION

The Premier Aquatics lifeguard manager has requested the procedure remain in place as using lifeguard discretion may lead to unpleasant interactions with residents that are not pleased when adversely affected by removal/retaining of the lane lines.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Carlos Rojas, Director of Operations

ATTACHMENT(S)

ATT: Recreation Request Form

Golden Rain Foundation Community Activities Committee Pool 5 Lane Lines Resident Request August 10, 2023 Page 2

Attachment 1

Laguna Woods Village

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at 597-4482 in order to make that determination. If it does, you may receive written confirmation acknowledging receipt of your request. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Requestor Name: Date: 7/25/2023
Print Individual, Club or Organization Name:
Manor:Phone:E-mail:
Request (please check one): Change/Exception to Policy Donation Staff Time Request
☐ Equipment Request ☐ Other:
Explanation: Please explain the circumstances of your request. Include approximate cost, dates, times and locations when necessary. Please use reverse side or attach a separate sheet if necessary. See be Hexible on the time in Pool 5
to pull of the lane lines, so to make the most
of the pool of then are just two fearle want to
eld Lap shim Justend of more than five people
White Work is the world
rout Now the schedule in At 10:30 am pull of
tur love lives MN referret is, make that schedule
to du lap surm dont pull of the lane lines
Requestor Signature:
Signatures of All Other4ndividuals/Club Fresidents Attected by this Request:
Signature Manor# For Undecided Against
(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

Laguna Woods Village Recreation Department P.O. Box 2220, Laguna Woods, CA 92637



STAFF REPORT

DATE: August 10, 2023

FOR: Community Activities Committee

SUBJECT: Recreation and Special Events Department Operating Rules (Clubhouse 4

Only)

RECOMMENDATION

Review staff recommendation to amend the Recreation and Special Events Department Operating Rules. Staff is presenting Clubhouse 4 amenity operating rules for this meeting and the remainder will be reviewed at the September Community Activities Committee meeting.

BACKGROUND

The Recreation and Special Events Department oversees all Golden Rain Foundation (GRF) recreation facilities and periodically updates the operating rules, as needed. Existing amenity operating rules were previously approved on various dates and at various levels of approval including by Community Activities Committee/GRF Board review and minor changes at the staff level.

DISCUSSION

The Compliance Department recommended that Recreation review and update all amenity operating rules for audit and consistency purposes. Recommendations were provided by Recreation staff, clubs and user groups to ensure safety and compliance with the GRF and Recreation Policies. The proposed edits are shown as redlined in each attachment for the Clubhouse 4 amenities:

General Art Studio
Ceramic Studio Glass Shop

Jewelry and Enameling Lapidary Workshop
Photography Studio & Lab
Slipcasting Woodshop

The remaining Recreation and Special Events Department Operating Rules will be reviewed by the Community Activities Committee on September 14, 2023. Upon completion of review of all operating rules, the Community Activities Committee will review and recommend all of the 34 amended operating rules for GRF Board review and approval.

FINANCIAL ANALYSIS

None.

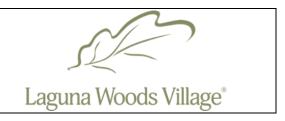
Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Carlos Rojas, Director of Operations

ATTACHMENT(S)

ATT: Operating Rules Listed Above

OPERATING RULES Clubhouse 4 Art Studio



A. General

A. All residents of Laguna Wood Village may use the Art Studio. Classes and various activities are provided for residents of the Laguna Wood Village.

- No turpentine, <u>solvents</u>, linseed oil, brush cleaners, or rags containing these byproducts, or any type of chemical considered hazardous may be left in the Art Studio. -It is the <u>user's resident/guest</u> responsibility to remove these items from the facility and properly dispose of them.
- 2. See the volunteer supervisor for information pertaining to the mat cutter, library case, <u>available paper</u>, picture hanging, sponsored art classes, etc.
- Residents/guests and Emeritus students using the Art Studio must always cover the table with a full-sized table cover or with newspaper found in cupboards under the sinks.
- 4. Work quietly in the studio both when a class is in session and other artists are concentrating on their creative process in the studio. k Keep voices and sounds respectfully moderated. Cell phones should be used outside.
- 5.4.Saddleback College Room capacity limitsLiability insurance prohibits rResidents from may not working in the Art Studio during the Monday morningposted Emeritus painting class times.
- 5. The storage closet is for all to use; the and supply cabinet are is for the club member use only of members. The storage closet is for the use of the entire membership. Remove all canvases and works on paper as they are dry and can be moved so that other members can make use of this convenience.
- 6. Personal items/materials must not be left on the tables and counters and or in non-assigned storage spaces in the studio.
- 7. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not stay in the drying area for more than a month unless they are being worked on currently. This is not an area for storing artwork that is being worked on occasionally or not being worked on at all.
- 8. Before leaving the studio, clean up all spilled or splashed paints, glue, mediums, and dry media dust from the table tops, chairs, floor and sinks. <u>Use damp towels and soap if needed.</u> Return studio easels to their designated hanging racks and s and studio tools to to the supply cabinet.
- 9. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 10. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.

- 7.—11. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
 - 12. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.

8.

Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.

B. Guests

B--1.

Guests are only permitted on Sundays.

- 2. Guests under 10 years of age are not permitted to use the facility. Maximum number of guests per resident is two. Residents must accompany their guests at all times. All residents and guests must sign-in upon arrival at the facility.
- 3. The guardian of a person under age has to sign the waiver for the under-age guest. Residents and guests must sign in upon arrival at the facility Art Studio.
- Guests must be accompanied by resident at all times and must sign a waiver prior
 to using the Art Studio. No other room may be used by guests at Clubhouse 4.

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.

Effective: December 2017

OPERATING RULES Clubhouse 4 Ceramics Studio



A. General

<u>4a 4 the and only 4</u> <u>studios</u> 5<u>tudios</u>678.9<u>1</u>. <u>(Ceramics Studio only)</u> Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.

- <u>02. No craftwork may be done outside of the applicable workshops or their specially</u> <u>designated work space. Examples are:</u>
 - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding, sanding must be done in their designated areas on the patio outside the kiln room.
 - c. Outside grinding area behind the kiln room. The use of the diamond grinder is restricted to ceramic pieces and their glazes.

work: C, and designated area in the Woodshop Spray and brush p: Work11.

- 123. Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- 13. 14. 15. <u>via a cell-</u> 16. 17.

Members under the influence of medication or any substance which impairs driving may not use machines in any of the studios/workshops.

18. r

- 4. All residents of Laguna Woods Village are welcome to use the studio for work in ceramics and sculpture, to purchase clay and tools and to have their pieces bisque-fired. However, only members of the Potters and Sculptors Club (P&S) and Emeritus students may use glazes, and. e Only members of P&S may borrow tools and take member-taught classes. Emeritus students may only use glazes provided by the Emeritus program. Emeritus instructors have authority over their enrolled students.
- 5. Please refer to the studio/workshop procedures for Greenware, drying room, kiln rooms, glazing, firing, studio clean up, outside grinding area/Raku kiln area and/or material handling.
- 6. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 7. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Facility 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 in an unsafe manner and may request adherence to proper equipment use.

9.In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.

A. <u>B.</u> ——Clay

- 1. Only cone 10 clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags. Only clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. No other clay will be glazed or fired.
- 1.
- 2. Clay is sold in 25 pound bags at various prices. Those wishing to share a bag must arrange that with another facility user privately. New clay bags are available for sale in the studio.
- 3.2. There is no clay storage in the studio. Residents may rent a locker from GRF through the Clubhouse 4 office. -Non-resident Emeritus students must take their clay with them each time they leave the studio.
- 4.3. Newspaper or canvas <u>over newspaper</u> must be used to cover the work areas. <u>Studio users</u> wishing to wedge clay, roll coils, or create slabs must do it on the appropriate wedging tables, on canvas, or on the butcher block table in the studio Use wedging/butcher block table for cover table with canvas to roll clay and create slabs.
- 4. No sanding in the studio. SAny sanding must be done in the grinding/sanding area outside/behind the kiln room. Use a trash can to catch any dust produced by sanding. If dDust should that falls on the benches, it must be cleaned up with a wet sponge.
- 5. Use of Make sure clay dust does not fall on benches and areas that are used by others for seating. Clean up dust with wet sponge. Use a trash can to catch any dust produced.

 Ggrinding wheel can be done on the grinding wheel in the grinding area behind the kiln room.

 Training and a separate waiver for the grinding area are required. on the grinding wheel

 Personal protective equipment, such as googgles or a face shield must be worn when using the grinding machine.
- 6. Keep studio equipment and door handles clean by washing your hands of clay before using any of itopening doors. If clay yogets clay on equipment or handles, wipe them clean with a sponge and paper towel. Clay leaves a haze on surfaces. Rinse your sponge for the last wipe to remove as much residue as possible.
- 7. Maximum size for any ceramic piece is 1687"x1876"x18" high. Size is determined by kiln shelves size and posts that support them.
- 7. <u>9. Clean clay-covered items only in the clay sinks; clean glaze in the glaze sinks only. Kiln shelves and supports determine this size limit.</u>
 - 10. Everyone must clean up their own work areas as well as plaster molds, bats, wheels, and glaze mixing utensils., and all studio equipment. Studio equipment must be kept clean of clay and clay haze. Special care must be taken to avoid leaving a clay haze on surfaces; sponges must be rinsed and surfaces wiped repeatedly to avoid haze. A good rule is to leave your work area cleaner than you found it.

- 11. Care must be taken to clean clay-covered items only in the clay sinks. Glaze should be cleaned only in the glaze sinks.
- -Return studio tools to their designated places before leaving the studio. <u>Leave your</u> work area cleaner than you found it.
- 9. Conserve water by using basins in the sinks.
- C.— Water Conservation
 - 1. Be conscious that you are using as little water as possible.
 - 2. Clean tools and brushes in a small bucket or other container before rinsing with clean water.

 Do not clean your tool/brush under running water.
 - 3. Use the smallest stream possible for rinsing from the faucet.
 - 4. Do not leave water running.
- BD. Greenware Greenware and Drying Room
 - 1. Only volunteer supervisors are permitted to move other another people's person's work. If you need help getting to your piece or making room on a shelf, please ask a volunteer supervisor.
 - Completed work that needs further drying to reach bone dry may be placed on ware boards or directly on the shelf in the appropriate Greenware Room. Be sure that your piece is labeled with your name and date, either on the ware board or on a slip of paper in or under your piece. Your pottery signature is not sufficient for work left in the Greenware Room.
 - 1. Place finished work that is not completely dry on the drying shelves and mark your name, initials, or potter's mark and date clearly on the piece. If a piece is not identified it will not be fired.
 - <u>boneforingMove your dry work to the bisque cart in the Kiln-Ready Room.</u>
 - 2. Greenware Pieces left on the drying shelves for two months will be discarded.
 - 3. After bisqueware is fired it is placed in the <u>appropriate</u> bisque cabinet. <u>The exception is work</u> that is unidentified or unclear signatures. Such work is left on the tables in front of the bisque <u>cabinets and must be picked up immediately or it risks being discarded.</u> Studio users are responsible for removing <u>W</u>work from the bisque cabinet <u>must be removed</u> within one month from the date of firing. Technicians and appointed club members have the power to remove items after said time and discard.
- 4. <u>E.— Kiln-Ready Room-Green Wall/-Green Wall</u>
 - a. 1. ——Carts along the green wall (or carts marked for Emeritus classworkgreenwareGreenware) are for Greenware that is completely dry and ready to be bisque firedis bone dry. Pieces must have your name or pottery signature; —Each piece must have your name or identifying mark clearly visible on the bottom of the piece. Uunidentified pieces will not be fired. Carts along the green wall (left side of room) are for finished green ware work that is completely dry and marked clearly with your name, date, initials or potter's mark. No two people should have the same initials or symbol. BFor bisque-firing, pieces such as cookies or plates, can be stacked and lids left on pots.
 - b. If a piece is not identified it will not be fired. <u>2.</u> Carts can be accessed from both sides. Place your piece as near the center of the cart as possible with minimum space between

other pieces. Place your piece according to height on shelves of similar height. Short pieces should be placed on the narrow height shelves and tall pieces on the tall shelves.

—If not, it will be moved around to make space.

3. Place short items on short shelves and tall items on tall shelves. If your piece is wasting cart space it will be moved. Measure the height and width of your piece. Pieces should not be higher or wider than 18 inches.

EF. Kiln Ready Room White Wall/White Wall

- 1. Carts along the white wall are for bisque-_fired pieces that are ready for high fire. Glaze and oxides must be completely wiped off from the bottom and foot of each piece before placing it on the cartPieces may be glazed or not, as you choose. For Emeritus classes carts are marked for students' work.
- 2. Glazed pieces must be placed on a cookie that is approximately ¼" larger than the base or your piece. A cookie prevents glaze from running off of your piece and onto the kiln shelf. You are responsible for providing a cookie that is the right size for your piece. It is best to make cookies when you make your pieces, to ensure that you have the right sizes. There may be some cookies (marked P&S) available in the Kiln-Ready Room, but there is no guarantee that you will find one the right size. Do not use a cookie that is too large for your piece. Pieces placed on oversized cookies may be rejected.
- 3. Watch out for runny glazes. The buckets are marked as such. You must use a "cookie" if you suspect your glaze may run. (1/2" 3/4")
- 4. <u>cookies You may wipe these areas clean with a sponge or use wax (which must also be wiped clean). Note that wax does not prevent glazes from running down to the bottom of your piece. Wax protects areas of your pieces only when you dip or brush on your glazes; it burns off in the kiln and does not provide any barrier to a runny glaze.</u>
- ----52.
- e. See volunteer supervisor or Saddleback Instructor or Emeritus iInstructor for assistance.
- d. These procedures will help reduce the handling of pieces, which will result in the reduction of damage and contamination of your work. The less pieces are touched the less chance of damage.
- 5.—36. Only technicians may move carts in the Kkiln -Rready rRoom. The Kiln _Ready Room carts are only moved by the technicians.

FG.EC. Glazing

- 1. Studio technicians have authority over glaze mixing. -Do not disturb the technicians when they are mixing glazes.
- 2. Only glazes approved by the Glaze Committee are allowed. -Studio users may not bring in their own glazes to be fired in studio kilns.
- 3. Training is required before anyone can glaze and. Training may be provided by instructor of a class; or by members of the Glaze Committee marked with Rred tape.

- 4. Beginners and those with little glaze experience must use only the glazes in the top row of buckets along the wall opposite the glaze counter.
- 5. Anyone using glazes must be familiar with the Glaze Application Checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
- 6. Clean stirring paddles immediately and place back on hooks. Clean counters and throw away newspaper and clean counters when finished.
- 7. If glaze is spilled on the floor, either wipe up the spill or spread newspaper over it to prevent slipping.
- The foot ring or bottom of each glazed piece must be clean of glaze up to a point below which the glaze will not run. This point needs to be higher with runny glazes. You may wipe these areas clean with a sponge or use wax (which must also be wiped clean). Note that wax does not prevent glazes from running down to the bottom of your piece. Wax protects areas of your pieces only when you dip or brush on your glazes; it burns off in the kiln and does not provide any barrier to a runny glaze.
- All glazed pieces must be glued to a cookie to protect kiln shelves from running glazes.

 Cookies must extend no farther than approximately ¼" from the base of the piece, see # E, 2.

 Pieces placed on cookies that are too large and therefore waste kiln space may be rejected.
- Spraying Glazes: No one may use the spray equipment for applying glaze without receiving specific instruction in the use, care, and cleaning of the equipment and the spray booth. This applies to everyone using the studio, even if you have experience using spray equipment. If you wish to use the spray equipment, write to pottersandsculptors@gmail.com to arrange an appointment. All users of spray equipment should have a proper mask and eye protection.
- Training is required to do glazing.
- Staff has the authority over glaze mixing.
- 3. Emeritus Instructors have authority over classroom rules during class time.
- 4. Only glazes approved by the Glaze Committee are allowed. Beginning students and those with less than two years of glazing experience should use the beginning glazes in the largest buckets against the wall in the glaze area and marked with red tape. Pieces with unauthorized glaze will not be fired.
- 5. Glaze must be wiped off with a damp sponge from the bottom and foot of each glazed piece before it is placed on the glaze shelves. Watch out for runny glazes. The buckets of runny glazes are marked as such. "Cookies" must be used for running glazes.
- 6. Everyone must use a "cookie". See Volunteer Supervisor, Technician, or Emeritus Instructor for explanation.
- 7. No one may use spray equipment for applying glaze until receiving specific instruction in the use, care, and cleaning of the compressor and spray equipment. This applies to everyone using the studio even if they have been using the spray equipment for a

long time. Emeritus students may receive this training from their Instructor; residents must make an appointment for a special training session with the Glaze Chairperson.

8. Do not disturb any Technician while he/she is mixing glaze. Ask <u>an</u>the Instructor <u>if</u> <u>an enrolled student</u> or the Supervisor for assistance.

<u>EH</u>. Firing

- 1. Only technicians authorized by the Clubhouse 4 Supervisor may fire the kilns. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
- 2. Only authorized technicians designated by the Clubhouse 4 Supervisor may fire the kilns. Only those authorized and accompanied by staff may enter the kiln room.
- 3. No one may enter the Kkiln rRoom unless accompanied by an iInstructor or a tTechnician. No one is allowed in the kiln room unless accompanied by an Instructor or Technician.
- 4.2. No salt firings allowed.
- 5.3. No specialized firings or refiring of already high_-fired items allowed without prior staff approval.
- 6.4. Work must have originated in the studio in order to be fired. Class projects may be taken home and brought back for firing but must have originated in the studio.
- 7.5. Once a piece wasis submitted to be fired and it was loaded into the kiln, it will cannot not be removed from the kiln, unless it is in the front and easily removable.
- 6. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process, practicing safe handling and are must be accompanied by a buddy. No firing allowed without a buddy present.
 - 7. After bisqueware is fired, it is placed in the appropriate bisque cabinet. The exception is work that is unidentified or with unclear signatures. Such work is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. Work from the bisque cabinet must be removed within two months from the date of firing or it may be discarded. Technicians and appointed club members may remove items after stated time and discard.
- 78. The volunteer-sSupervisor on duty must be informed notified when the Raku kiln will be used. The keys to the gas valves are stored at the Clubhouse 4 office and need to be signed out and returned by the users resident/guest.
- 8. 89. Closed—toe leather shoes, cotton clothes and face protection are required. Absolutely no synthetic clothing allowed.
- FI. _—Studio Clean-up Policies
 - 1. Cleaning of clay and glaze equipment is the responsibility of every student, resident and club member. This is important, not only because it is courteous, but because cClay dust is a

- health hazard and proper cleaning <u>reduces the amount of clay dust in the air.</u> will eliminate much of it.
- 2. Volunteer sSupervisors and instructors will announce clean-up time twenty minutes before the end of class or closing of the Sstudio. Studio usersResident/guest must vacate the studio promptly by the posted closing time.
- 3. Please leave your work area cleaner than you found it. Leave any space you use cleaner than you found it.

1. Glaze Area

- a. Keep covers on glazes to prevent accidental contamination.
- b. Clean stirring paddles immediately and place back on hooks.
- c. Remove all equipment and clean the counters when done.
- d. Place newspapers on wet spots to prevent slipping hazards.
- e. Store all plastic containers on shelves or under sinks.
- f. Conserve water by washing tools in pan or full sink as much as possible before you rinse them.
- g. Do not dump clay in the sink. Put it in the trash can.
- h. Do not leave any tools, plastic vessels, bats, or other equipment in the sink.
- i. At the end of class, wipe down stainless steel with a clean sponge.

12. Wheels

- a. Remove splash pans and scrape all clay, wet or dry into waste basket before washing. Do not put clay scraps in clay sink. Remove splash pans and clean thoroughly in the sink.
- <u>Wipe splash pans in clay sink before rinsing with clean water.</u> Wipe entire wheel assembly with a clean sponge before replacing the splash pan.
- Pick up foot pedal and block and put it on the table or shelf by the wall.
- b. Place your clean stool off the floor behind the wheel
- Place your clean stool off the floor behind the wheel <u>Turn</u>; turn off the power c.— and pick up the pedal and wooden blocks from the floor.

23. Wedging Area

- a. Do not store clay, tools, or art work on the wedging tables.
- b. Do not leave wet clay on wedging tables to dry out.
- c. <u>Clean wedging area and wire after use. Use the scraper provided.</u> Do not scrape clay off tables with a metal putty knife or other sharp object. Use wooden paddle and wet sponge.
- <u>Butcher</u> <u>block wedging tables can be cleaned with a wet sponge.</u>
- d. d. <u>Plaster and canvas wedging areas should be cleaned with only a slightly damp sponge.</u> If you use the wedging table, you must clean it.

34. Work Areas and Equipment

- Work on top of canvas or newspapers.
- Discard any clay crumbs in the waste basket.

- a. Discard all used newspaper.
- Check that table area is clean; wipe if necessary. Wash off tables when finished
- e. <u>Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.</u>
- b. working.

45. Floors

- a. Spills, clay trimming, or excessive clay dust in work areas must be picked up immediately.

 Mops are available in the closet by the main entry door. DO NOT use a broom to sweep
 floors in the studio, as brooms spread clay dust into the air. If you need to use a whisk
 broom, cover its bristles with a damp paper towel.
- b. Wet areas on the floor should be covered with newspaper to prevent slipping accidents.
- a. Mops, brooms and dust pans are available for use. Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.
- EJ.- Outside Grinding Area/-Raku Kkiln Aarea
 - 1. A separate waiver for the gGrinding area must be signed before any work can be done in this area. Proper dust masks should must be worn while any sanding or grinding is performed any on any material. Dust masks are available, see the volunteer supervisor. in the studio (-pPlease see volunteer supervisor).
 - 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.

Wear goggles.

Step aside when starting the wheels.

Water spray must cover entire grinding surface.

- 1.3. Grind across the full surface of the wheel.
- 4. No long-<u>term</u> storage is permitted. Benches need to be cleared daily. If work piece needs to be left overnight it must <u>be be placed on the storage shelfmarked</u> with resident's name and phone number. <u>Projects need to be finished in a timely manner.</u> Staff has the authority to remove item from bench and place on storage shelf.
- 2. 5.
- 3. Grinding wheels:
- a. Wear goggles
- b.—Step aside when starting the wheels
- c. Water spray must cover entire grinding surface

Grind across the full surface of the wheel

Supervisors have the authority to refuse use of equipment if they feel it is being used—in an unsafe manner.

- K. Cell Phone Use
 - 1. Texting is permitted inside the studio.
 - 2. To place or receive call, studio users must step outside or into the Lunchroom so that they do not disturb others.

LK. Guests and Visitors in the Studio

- 1. The studio is a place of work for potters and sculptors. -It is not intended to be a place -of work for other arts or areas of inquiry.
- 2. The studio encourages socializing and sharing knowledge among studio users. -It is not a place for socializing with friends who are not actively working on ceramic projects.
- 3. Friends or relatives are welcome in the studio for a brief visit to see a member's place –of work or samples of work that they have produced. Please refer to Clubhouse Four4
 ——General Operating Rules, A.4. on the top.

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

OPERATING RULES Clubhouse 4



- A. Clubhouse Four-General Operating Rules
 - 2. Clubhouse 4 hours are Monday through Sunday Friday, 98:00 AM until 4:00 PM. Clubhouse 4 is open on Tuesday and Thursday from 89:00 AM until 8 Saturday and Sunday 109 a.m. to 24 p.m:00 PM. When Emeritus classes are in session, Clubhouse 4 is open on Tuesdays from 8:00 Am until 8:00 PM.
 - 31. Anyone using a hobby/craft shopstudios/workshops must have a completed annd annual signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse 4 office. New waiver forms must be signed each calendar year.
 - 42. Use of hobby/craft shops studios/workshops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. -Non-resident students are allowed in the room only 15 minutes before posted start time of class, when if a volunteer supervisor is present. If the instructor is absent, non-resident students must leave the facility. Non-resident students must vacate the class-rooms by the posted end time of class.
 - 3. Residents not enrolled in a Saddleback College Emeritus class are not permitted to be in the room during scheduled class time.
 - 54. Guests of residents are not allowed to use the Clubhouse 4 hobby/craft shopsstudios/workshops with the exception of the Art Studio, Sewing and the Photography Studio. -Use implies sitting, participating, or occupying space within the shops. -Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited. Please refer to specific room operating rules. Use implies sitting, participating, or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
 - 5. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
 - 6. Residents not enrolled in the class in the Ceramics Studio during an Emeritus College class must obtain permission from the instructor to use the room during class time and must sign a Saddleback College Waiver of Liability form; must not ask the instructor for assistance; must give up his/her work space in the main studio area if the scheduled class needs the space. Residents may instead work in the small classroom, if space is available. during scheduled class time.
 - 76. The Head volunteer supervisor for each workshop reports to the Clubhouse 4 Supervisor.

- 7. Hobby/craft shopsStudios/workshops are required to have a volunteer supervisor present at all times during open hours. Studios/Sworkshops will remain closed unless a volunteer supervisor is on duty.
 - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 Supervisor.
 - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. In case of a long-term absence, let the Clubhouse 4 Supervisor know.
 - c. General end of shift duties: (see individual studio/workshop volunteer supervisor duties)
 - 1. All residents/guests must leave the studio/workshop.
 - 2. All electrical machinery must be turned off.
 - 3. The windows and cupboards must be locked.
 - 4. The floor must be ready for the janitorial staff.
 - 5. The volunteer supervisor will return the key along with any waiver and sign-in sheets to the Clubhouse 4 office upon leaving the facility.
- 8. Volunteer Supervisors have the authority to enforce all policies and operating rules.

 Facility staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
- 9. The Head Volunteer Supervisor for each workshop reports to the Clubhouse 4 Supervisor.
- 10. Rules specific to each hobby/craft workshop are always available in each shop.
- 118. No craftwork may be done outside of the applicable workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding must be done in designated areas on the patio at the outside grinding area behind the kiln room.
 - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and designated area in the woodshop.
 - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the woodshop.
- 129. Safety guards must be left on all machines at all times. All equipment should be inspected by the <u>user_resident/guest</u> prior to use to ensure the proper function of the item and its safety features.
- 130. All Sshop equipment must be <u>cleaned and</u> returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- 11. Newspaper or canvas must be used to cover the work tables to protect the surfaces.

- 142. No harmful or toxic chemicals are allowed that affect the health of residents or staff. -All chemicals stored/used in the hobby/craft shops studios/workshops must have a Material Safety Data Sheet_-(supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 13. Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.
- It is requested that shop users read the information pertaining to any materials used.
- 15. In case of injury or illness, call the Paramedics at 911 or 9 911 from the office telephone, 911 from a mobile phone notify security immediately at 949 580 1400.14.

 In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors in each room.
- 156. Work quietly in each studio/workroom. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 16. Facility patronResident/guest cannot be under the influence of any substance such as alcohol, drugs and/-or medication that may alter ability to use equipment safely. Member Facility patron cannot can't be under the influence of alcohol/medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms any substance such as alcohol, drugs and/or medication.
- 17. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
- 18. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.
- 19. Please refer to the studio/workshop procedures for equipment use and/or material handling.

B. Lounge

- The lounge is a drop--in, first come, first serve facility. No reservations possiblepermitted.B. Drop in Lounge
- 1.—Drop-in Lounge is available on a drop in, no fee basis.
- 2. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
- 3. Drop-In Lounge is available on a first come first served basis and may not be reserved in whole or in part.
- 4. There are no kitchen facilities.

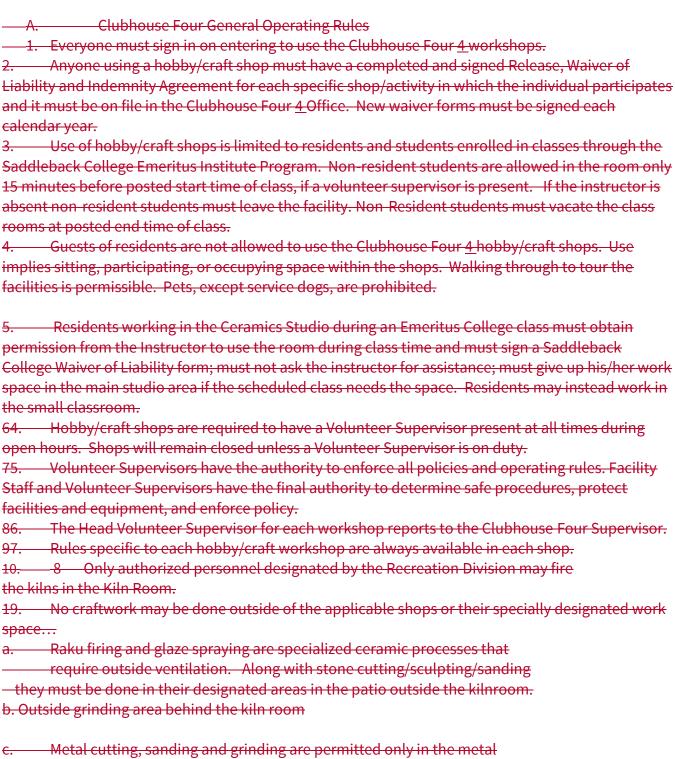
- 5.1. Users may not move furniture and/or equipment into the room from other rooms in the clubhouse.
- 6. <u>Phone calls need to be taken outside to not disturb users.</u> Users are responsible for leaving the room neat and clean.

- 2. Lounge furniture may not be removed.
- Opening hours are the same as the CHClubhouse 4
- 3. Please leave the The lounge must be left neat and clean. Pick up your trash.
- 4. Refrigerator is available for all to use and will be cleaned out regularly; store personal items at your own risk?..
- Money lost in the vending machines have to must be retrieved reimbursed from the vendor. ——The phone number is posted on the vending machine.
 - 7.—Noise level must be kept down to ensure the enjoyment of the room by all users.
 - 8.—When using your own reusable/travel coffee containers, limit amount to one cup of coffee at a time.
 - 9. Coffee is provided from 8:00 AM until 12:00 PM Monday through Sunday.

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

OPERATING RULES Clubhouse 4 Glass Shop





the rear of the Woodshop.

areas within the Machineshop/ Woodshop.

d. Painting wood and metal projects must be done in the Paint Room in

- 120. Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
- 131. Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- 142. All shop equipment must be returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- 153. No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
- 164. In case of injury or illness, call <u>911 from your cell phone or</u> the Paramedics at 911 or 9-911 from the office telephone. Notify security immediately 949-580-1400 <u>AED is located in the Clubhouse 4 office and at Pool 4.</u>
- 175. In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.
- 186. Member can't be under the influence of Alcohol/ Medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms. Any form of harassment, intimidation, emotional and/or verbal abuse is not permitted. Offendent(s) of such behavior will be fined and/or suspended per GRF Guidelines and Regulations.

12. ____

A. B. Glass Shop Safety Guidelines

- 1. If no volunteer supervisor is present, the Lapidary volunteer supervisor can be approached and asked if comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use.
- 2. A The volunteerglass Shop s Supervisor must verify the completion of your training before you operate any equipment in the Gglass s Shop, no exceptions.
- 3. Uncertified residents may sign up for certification classes <u>/instructions</u> as needed; contact the gGlass shop HhHead volunteer sSupervisor.
- 4. Do not wear loose clothing, gloves (except thermal OVEN kiln gloves), neckties, bracelets, or loose jewelry that could get caught in moving machine parts. -Non-slip, closed-toe footwear shoes are is required. Long hair must be in secured in a pony tail.
- 5. Wearing eEye protection that complies with ANSI Z87.1 must be worn and will be available from the gGlass sShop sSupervisor in the form of a full-face shield, eye goggles; or safety glasses. Also, uUse face shields or dust masks when cutting operations that are dusty. Everyday eye glasses only have impact resistant lenses; they are not safety glasses.
 - 6. Never leave any tool equipment running unattended; turn power off before stepping away from the equipment. ₹. €
 - 87. Cutting tempered glass in the glass shop is not permitted.
- 98. Maximum cutting size for glass sheets is 24" x 24"
- 9. Clean equipment, work benches and chairs after use. Use vacuum that is located in the shop to ensure all glass particles are removed.
- 10. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.

- 5. 11. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 1206. Facility 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 in an unsafe manner and may request adherence to proper equipment use. Volunteer Saupervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also and have the authority to enforce the shop rules and regulations.
- 13. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.
- 114. 10. The equipment in the gGlass sShop is to be operated with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
- 15. Please 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. While using the plastic grid cutting table make sureensure cutter is aligned with the ruler center. Do not run cutter over the grid. It dulls the blade.
- 2. Use only gentle pressure on the cutter. Use one continuous motion for proper cut. No back and forth movement as it ruins the diamond cutting tool.
- 3. Tap cutline with the back of cutter. Use pliers to break the glass.
- 4. Clean the cutting table with the provided shop vacuum.
- 5. Discard shards in marked metal bucket only. Do not use the normal trash bin to avoid injury to janitorial staff.
 - 62. Vacuum the cutting board after each use.

D. Ring Saws

- To prevent blade damage all ring saws must be operated with water in their reservoirs.
 This is done by filling to the watermark on the reservoir or turning on the main water supply.
- 2. (MSS) Never start a saw with the blade engaged in the work piece.
- 3. Never force the work through the blade, let the diamonds cut the work, no pushing
- 4. <u>Make sure the blade is not dull. Ask supervisor for assistance.</u>These saws are very <u>delicate in nature and require proper training.</u>

E. Wet Belt Sanders

- Adequate waters supply must be provided to avoid dust and cooling the belt.
- Dry off water after finished with work.
- Water will spray on to the user. It is recommended to ware an apron.
 - 4. Cutting metals of any sort can only be done in the Machine shop.

bF. Grinders

- 1. Must have proper water levels to keep the sponge wet before applying power.
- 2. Grinding metals of any sort can only be done in the Machine Shop. thoroughly

	When dull ask supervisor for assistance.
	<u>GE.</u> ——Kilns
	11. Based on demand by residents the use of kilns might be limited to one kiln per
	day, not to overlap with using a kiln the following day. A waiting list might be created
	to give everyone a chance who desires to use a kiln. Users may sign up two weeks in
	advance.
	— Mark the calendar
	Take a picture of the calendar
	— <u>Create a reminder on your smart phone</u>
	Contact glass supervisor immediately if you cannot come to your kiln
	appointment. This will give someone else the chance to use the kiln.
	21. (MSS) Always wear heat resistant gloves when working with any hot kiln/
	<u>volunteer supervisor must be present when using a kiln., n Name and phone number</u>
	must be listed for every kiln when operated by a resident. Use calendar on the
	clipboard next to the kiln.
	a. Choose a kiln that is size appropriate to the piece you want to fire.
	b. The project kilns require multiple power sources.
	c. Sign your name and phone number on the calendar assigned to the kiln.
	d. Double check the steps of programming any given kiln with the volunteer
22	supervisor if you are new to using electric glass kilns.
32.	Always check the temperature, even if the kiln is not on. Always assume the kiln is hot.
	4temperature for unloading to avoid stress on glass piece.
56 /	<u>'resident's38. Saddleback College kilns (Skutt) are to be operated only by the</u>
	Saddleback College Instructor. Loading, and emptying See the Shop Supervisor if you
	have any questions.
	-
	5 <u>9</u> . The evenheat kiln is used only on a non-interference basis with the
	Saddleback kilns (skutts). If the evenheat kiln is not powered on verify it is connected
	to the wall plug. Power for this kiln is shared and must be verified before
	disconnecting any other kiln. Have the Glass Shop Supervisor verify power before
10	proceeding.
<u>10</u>	<u>Please p</u>
	a. Verify that the glass recipe is properly loaded into the controller
	before proceeding.
	<u>b.</u> <u>Load the kiln only with shelves that have an adequate</u>
	application of kiln wash.
	c. Load the kiln with your project glass.
	d. Start the recipe program.
	e. All glass must be annealed and removed before the start of the next
	Saddleback fusing class.
Kilr	nuser is responsible for cleaning and returning the kilns shelves to the storage shelf. Do
not	leave any used kiln paper on the shelf or in the kiln. 6. The project kiln

requires multiple power sources. See the Shop Supervisor to properly configure the

1. Inform supervisor on duty of your wish to use the machine.

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

7. Molds need to be cleaned after use to be ready for next user. 1. Covington 24"

Flat lap

OPERATING RULES Clubhouse 4 Jewelry & and Enameling



A. General Jewelry and Enameling Specific Rules Safety General

- 1. Do not wear loose clothing, gloves (except thermal OVEN gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. <u>Tie back long hair</u>. Non-slip, covered closed-toe footwear shoes are is required.
- 1.2. Safety glasses must be worn at all times.
- 3. Safety in the Jewelry Studio
- 1. General Studio Rules
- a. When coming to work in the jewelry studio you should always remove dangling jewelry, tie back hair, remove hanging clothing and wear close-toed shoes.
- While working with equipment in the studio such as the buffing wheel, the drill
 press the rolling mill and any equipment that requires hammering, you should
 alwaysmust have safety glasses on.
- e. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins and applying nail polish or marking materials on metal that sitse on a protective sheet of poster board.
- d. 4. Carry all sharp objects and tools pointing down and don't move in a hurry. You will be working next to other people and their safety must also be your concern.
- <u>5.</u> Quench all hot material after heating and especially before asking questions about or showing <u>to</u>-another person.
- e. <u>6.Cigarette lighters and matches are forbidden.</u>
- f. 7. Materials and tools should be stored out of the way of other students. -If using a large tool box, store in the adjoining office or under the table so that no one trips on tool boxes. to prevent tripping.
- 8.Broken tools should be brought reported to the instructor's-/volunteer supervisor's -attention before returning them. Only use tools that on which you have been trained on, and you should a Always ask permission from the supervisor/ instructor/volunteer supervisor to use power tools that you have not been trained to use.
- h. 9. If you are injured you should bring it to the supervisor's/ instructor's attention immediately. And never use power tools if you are tired or taking medications that impair your ability to focus.
- Always clean your working area and the area around any tool you have used at the end of the studio period.
- 10. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.

- 11. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 12. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
- 13. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 14. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

i.

Metal Shear

- **B.** Metal Casting Safety
 - 1. Eye protection, leather apron and fireproof gloves must be worn.
 - 2. Have a step by step plan in place.
 - 3. Know where the fire extinguisher is located.
 - 4. Keep bystanders away from casting area.
 - 5. Announce the start of the metal casting to the volunteer supervisor.
 - 6. Turn exhaust on.
 - a. When using the metal shear to cut metal, be sure your fingers are a safe distance from the cutting edge. Do not use the shear when distracted, and r. Remember that cut pieces of metal can be just as sharp as a knife edge. Do not run your finger along the edge of a cut piece of metal from the shear.
 - Never cut wire on the metal shear. It ruins the blade!
 - b. Rolling Mill/Hydraulic Press
 - c. <u>a.</u> Make sure to sandwich metals before running through the rolling mill to protect the drums. Never run sandpaper without checking with instructor or steel through the mill.
 - d. <u>b.</u> Large pieces of metal can shoot out of the mill or press if applying too much pressure so be sure to wear safety glasses. Never apply so much pressure to the crank that it lifts the table or is a strain for you to turn.
 - 2. Acid Etching
 - a. While working with acid you should always where safety glasses, heavy plastic gloves and an apron. Use eye wash to rinse if acid were to get in your eyes. It is located at the offices first aid kit and your eyes should be thoroughly rinsed without rubbing.
 - b. If acid spills on your skin immediately rinse with water and apply baking soda as a neutralizer to any spilled acid. Wipe up acid that has been neutralized wearing plastic gloves, and apron and eye protection with paper towels and dispose of in a sealed, plastic container.

3. Buffing Machine/ Grinding Machines

- a. Buffing wheels may be used for jewelry only. Using the buffs to polish chains is prohibited.
- b. The buffing machine can be hazardous if clothes, hair or gloves catch on the wheel and are pulled into the machine. Make sure all dangling objects are removed or tied back, away from the buffing wheels.
- c. The buffing machine can pull material being polished into the machine at rapid speed and shoot the object back out at the user. Be sure to always have the safety shields positioned down over the wheels_ when in use and the wear eye protection when using the machine.
- d. If your object is dislodged from your hand while polishing, be sure to turn off the buffing machine and wait for a complete stop to carefully reach in and retrieve the object. Never bend over to retrieve an object off of the floor without turning off the buffing machine.
- e. Never walk away from the buffing machine while it is still on. Wait until a complete stop before moving away.

4. Drill Press

- a. The draill press should only be used while wearing safety glassed and always use a ring clamp on small pieces to hold the metal in place. Objects not properly secured can catch on the drill press and spin causing severe cuts or fly off of the machine.
- b. Make sure the machine is working properly by turning on and checking before using. Clamp all drill bits securely with the chuck key and check for straightness before using the machine.

5. Soldering Station

- a. The soldering station should always be approached with caution, following all rules regarding safety such as eye protection, closed toed shoes, no dangling objects or synthetic clothes, and leave no flammable material in the area such as notes or paper towels.
- b. The torch hoses should be examined for holes, tears or cracks before using the torch so that no gas is leaking. The torch tips should always be in a tight position with no loose fittings. Check the torches each time you use them to make sure everything is tight and there is no smell of gas or other indications of safety hazards. If anything in the area looks suspicious, inform the instructor.
- c. When lighting the torches always position the torch tip away from you <u>and others.</u> and <u>Turn</u> toward a nonflammable surface. Open the gas needle valve slowly, only a 1/4 of a turn and cautiously place tip on torch lighter. Position the torch tip with gas on about 1/2inch from the spark of the lighter<u>spark</u> igniter. <u>Cigarette lighters or matches are</u> forbidden.
- d. Never position a torch flame toward another person or any flammable materials. Be aware of the torch at all times when using. Remember that that flame emits heat

- beyond the visible area of the flame and never reach your hand or arm over the torch flame while working.
- e. When working with metals and the torch at the same time, only use tools that are heat resistant like solder picks, third hands or metal tweezers to touch the metal. Always use copper tongs to place the metal in the pickle solution.
- f. Remember to quench any soldering surfaces such as charcoal blocks, solderlite tablets and metal holding tools with plain water after use. Tthese objects can burn and are not always apparently hot.
- g. When placing hot metal in the pickle, shield yourself from the backsplash with the lid of the container. The pickle contains acid and you should be careful to not let it splash on you, to never put your hand in the pickle and to not breathe the fumes when opening up the container. When lifting the lid off of the container, hold it over the open pot so it drips into the pot, not the soldering table.

6. The Kiln

- a. Don't use the kiln if you haven't been properly trained on using it. When the kiln is on proceed with caution as even the outer surface can cause serious burns.
- b. The high heat from the kiln is dangerous and can cause serious burns. Always use heat resistant gloves when reaching in and out of the kiln, never using your hands, even in safety gloves to pick up an object from the kiln.
- c. Only use forks and spatulas that are approved for the kiln to place objects in or take objects out of the kiln. Move slowly and carefully so that you don't drop the molten object.
- d. Always check the area around you when you open the door of the kiln to make sure the area is free of flammable objects or traffic. Open the door only when you are ready to move efficiently so that you conserve the heat within the kiln.
- e. Only place objects coming out of the kiln on fire proof or steel surfaces.
- f. If placing your enameled object on the top of the kiln to dry or heat, always use a fork, pliers or tweezers to pick up the object. The outer surface, especially the top of the kiln is hot enough to seriously burn.

7.—Enamels

- a. Enamels can contain toxic substances and you should always<u>must</u> wear a respiratory mask when working with them_, e<u>E</u>specially when working with them dry and sifting.
- b. Enamel spills should be cleaned up by wiping with a wet rag. Never sweep up enamel powder or returned spilled powder to a class container of enamel powder.
- c. Enamels should be sifted onto metal surfaces while sitting on a disposable paper surface. When disposing of the paper, fold carefully and place in trash. Don't crumple as this makes enamel dust float in the air.
- 10. Only Shurlite Strikers™ may be used to light torches._ Cigarette lighters or matches are prohibited.
- 11. 10. Only brass, wood, or copper tongs may be used in the pickle solution.
- 12. <u>Pickle solution has to be neutralized before disposing it in provided collecting bucket.</u>

 <u>Once the collecting bucket is half full let staff know to dispose of it in ceramic pit.</u>

- 131. Each shop user is expected to clean up his/her work area after each use.
- 142. Pouring investment (investment is a material used in casting jewelry) in the sink is prohibited, as it will clog the drain. Let the water sit in the bucket until investment settles, then pour off the water and place the residue in a plastic bag in the trash can.
- 153. See the sShop volunteer sSupervisor before using rolling machine or cutter.
- 164. Tools may not be removed from the Jewelry and Enameling Room.
- 175. The exhaust hood must be turned on when <u>burnout</u> kilns or casting torches are in use.
- 186. When firing enameling pieces in the kilns, temperatures should stay between 1450 degrees and 1500 degrees. Temperatures must not exceed 1800 degrees.
- 197. Kilns must be turned off after use and never left unattended.
- 208. <u>Heating/Ddrying lights lamps must be turned off when they are not in use.</u>
- 118. <u>Heat resistant</u> Asbestos ggloves and a long trowel or fork must be used to remove or insert an item into the kiln.
- 220. Lockers are issued by clubhouse staff and are billed on an annual basis in accordance with the current GRF Pricing Policy and Fees List. Check with staff regarding a waiting list if all lockers, are in use.
- 231. Use of nitric acid and cyanide are prohibited. No other harmful or toxic chemicals may be stored in the room without staff's knowledge and approval.
- 242. Using torches directly on large transite blocks on benches is prohibited. Use a smaller piece of transite on top of an existing larger block.
- 253. Gas and oxygen must be turned off at workstations when not in use. Do not set burning torches in holders.
- 617. Scrub all items with soap before putting them into the ultrasonic cleaner.
- 718. Shop <u>volunteer s</u>Supervisors are on duty to assist and answer questions. Shop <u>volunteer Ssupervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner.</u>

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

OPERATING RULES Clubhouse 4 Lapidary Workshop



A. Clubhouse Four General Operating Rules

Everyone must sign in on entering to use the Clubhouse Four4 workshops.

- Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse Four4 Office. New waiver forms must be signed each calendar year.
- Use of hobby/craft shops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. Non-resident students are allowed in the room only 15 minutes before posted start time of class, if a volunteer supervisor is present. If the instructor is absent non-resident students must leave the facility. Non-Resident students must vacate the class rooms at posted end time of class.
- Guests of residents are not allowed to use the Clubhouse Four4 hobby/craft shops. Use implies sitting, participating or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
- Studios/Workshops are required to have a volunteer supervisor present at all times during open hours. Shops will remain closed unless a volunteer supervisor is on duty.
- Volunteer Supervisors have the authority to enforce all policies and operating rules.

 Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
- The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four4
 Supervisor.
- Rules specific to each studio/workshop are available in each shop.
 - Only authorized personnel designated by the Recreation Department may fire the kilns in the Kiln Room.
- No craftwork may be done outside of the applicable shops or their specially designated work space.
 - Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - Stone cutting/sculpting/sanding must be done in their designated areas on the patio at the outside grinding area behind the kiln room.
 - Metal cutting, sanding and grinding are permitted only in the metal areas within the Jewelry room or the Machine shop.
 - <u>Painting wood and metal projects must be done in the Paint Room in the rear of the Woodshop.</u>

- Torches can only be used in the Jewelry rooms designated areas.
- Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
- Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- <u>If oil or water gets on the floor use appropriate cleanup methods immediately. Sawdust provided in the shop for oil spill. Mop or newspaper to clean up water.</u>
- All shop equipment must be returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
- In case of injury or illness, call 9-911 from the office telephone. Notify security immediately 949-580-1400. First aid kit is located in the Clubhouse 4 office.
- In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.
- Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- <u>Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from driving.</u>

B. Lapidary Specific Rules

- a. Medication that does not allow you to drive also does not allow the use of any machinery.
- b.1.Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered closed footwear is required. Long hair needs to be tied up.
- c.2. Always use eye protectionsafety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
- d.3. Watch out for your fellow students/ users residents/guests: do not run, announce yourself when you are behind someone.
- <u>e.4. As a bB</u>eginner<u>s</u> always<u>must</u> check with the <u>volunteer</u> supervisor on how to use the machinery properly.
- 5. When using glue on the work tables, cover the surface with paper or a work board.
- 6. Each piece of equipment is designed for specific purposes and should never be used for tasks that are beyond its capabilities. To do so could cause accidents resulting in injuries to persons and damage to the equipment. No home improvement projects, marble or tilework are permitted on any of the lapidary equipment.

CB. General Use

- 1. Never leave any equipment unattended while in operation.
- 2. rock Leave the equipment cleaner than you found it. Make "post use clean up" a mindful habit. Do not add oil to saws; see svolunteer supervisor.
- 3. Time limits for slab saw use are as follows:
 - a. Saws one, three and four: one hour.

- b. Saws two and five: two hours.
- c. Limit of two saws per person.
- d. Saws must be cleaned after each use.
- 4. <u>or equipment damaging.5</u>.
- 64. <u>Careless or thoughtless use can ruin a saw, grinder, sander or polisher in a matter of minutes.</u> If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteerShop Ssupervisor. Do not use force on any of the equipment.
- 5. After each use or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 6. -Clean area thoroughly of debris and rock chips after each visit.
- 7. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 8. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
- 10. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.
 - 11. 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.
- D. <u>Heat lamps/dop wax</u>

The heat lamp is used to warm up your stone material for 30 seconds to get ready to add the dop wax and the dop stick. The heat lamp is not to be used to melt wax.

- 1. Turn on the lamp.
- 2. <u>Place your rock underneath the heat lamp.</u>Do not put wax on your rock to place under the lamp.
- 3. Do not walk away. Stay for 30 seconds until rock is warmed. Avoid overheating your rock.
- 4. Do not put wax on your rock to place under the lamp.
- 1. E. Grinding Wheels
- 1.—Turn water on first.
- 2. Turn on wheel. Let the wheel get up to speed before starting to grind.
- Do not push hard, let the wheel do the work.
- 3. Shape your rock in a back and froth motion. Avoid pressing on the same spot for prolonged time.
- 4. Pay attention, don't talk and grind, stop grinding if you are distracted.
- When finished, turn the water and then the grinder off.
- a. Never leave the machine running unattended.

F. Slab Saws

- a. Make sure the blade is sharp before setting the saw up with a rock. If smooth to the touch supervisor should use a coarse aluminum oxide block to sharpen the blade. It might take a few cuts to get the blade sharp.
- The hardness of the rock determines the speed of the cut. Rocks must be placed solidly in the vise and be checked by the Supervisor. Volunteer supervisor to verify that rock is securely glued to wood before being placed in vise. Example hold the stone and tap the board against the floor. This suggestion is very important as it protects the saws from damage and allows for checking the security of the glue joint.
- 1. Oil 1/4 inch to 1/2 inch above the bottom cutting edge of the blade.
- Maximum rock size is five inches by five inches, except the 24-inch slab saw.
- Pay attention to the progress of the saw. Listen to the sound of the drive belt and the blade.

 Turn the saw off if unusual sounds appear. Belt or blade damage might occur.
- <u>Check the motor shut of set screw after each cut to prevent it from vibrating loose and getting lost in the sludge.</u> <u>8"Little "Very delicate equipment. O. Please check with the present head supervisor.</u>
- G. Water Trim Saws
- 1. Be sure saw blade throws a three-inch stream of water.
- 2. Stones must have a flat bottom.
- 3. Hold securely with both hands and guide so as to make straight line cuts.
- 4. Maximum stone thickness is 1/2 inch.
- 5. No free hand cutting. You are risking the damage of the blade. Plus losing control over the rock.
- H. Polishing Wheels
- 1.To eliminate the possibility of contaminating the buff<u>ing wheel</u>s, wash <u>oil and</u> grit of hands and stones before using the equipment.
- 2.____ Cover wheels when they are not in use.
- I. Sanding Wheels
 - <u>Do not grind glass or ceramic on grinding wheels or sanding drums except wheels or drums</u>
 <u>designated for stained glass work. See the shop supervisor for location. Glass equipment can only be used when a glass volunteer supervisor is present.</u>
- 1. Check sandpaper for any rips.
- 2. Water spray must cover the full surface of the wheels. Wheel needs to reach full speed before use.
- 3. Sand across the full surface of the wheel.
- 4. Wheel needs to reach full speed before use.
- J.
- <u>grinding/polishingFill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has</u> to check and sign the form before use.
- 1. Separate soft from hard stones. Choose a variety of shapes and sizes for best result.

- 2. If stones are very rough and have an outer crust start with 60/90 grit.
- 3. Smooth stones can be started with 220 grit.
- 4. Barrel and lid have to be clean before each use.
- 5. <u>Barrels are filled ½ 3/4 full with rocks, no more than that depending on rock size, add water just above the rock level line.</u>
- 6. Add 2 Tbsp. of grit for small barrels; 4 Tbsp. of grit for big barrels.
- 7. Fill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has to check and sign the form before use.
- 8. <u>Tumblers run 4-5 weeks. Tumbler must be checked every few days, depending on the material for progress, pressure release and water level.</u>
- 9. Thick mud should be removed and #200 grit added.
- 10. do not add any more stones during this process.
- 11. To polish fill the barrel water just over the level of stones.
- 12. Get polishing powder and clean pallets from the volunteer supervisor.
- 13. Run tumbler 1-3 weeks.
- 14. When finished clean and saver the pellets to the tumbler room locker. Pellets are reusable.
- 15. Duration of use
- a. Barrels are available on a first come first serve basis.
- b. A waiting list will be created if there is more interest than barrel space available.
- c. Users are to vacate their barrel and inform the supervisor after their final finish polishing round is done. After a completed tumbling cycle, residents may add their name to the waiting list. Waiting list to follow Golden Rain Foundation Recreation and Special Events Department Policy and Procedures page 4#16 updated 22-2-2022 which states:
- "When there is a waiting list, the first resident on the list will be contacted first. The resident has three options: Accept the opening, pass and retain his/her position on the list or pass and be removed for the list. Volunteer Supervisor will contact next person on waiting list.
- 2. When working on stained glass only use equipment designed for cutting glass.
- 3.—Tumbler use: See supervisor or instructor for proper filling and sign up
- K. General use:s
- 1. Clean area thoroughly of debris and glass chips after each visit.

 Do not add oil to saws; see Shop Supervisor.
- 3. Time limits for slab saw use are as follows:
- 4. Saws must be cleaned after each use.
- a. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also have the authority to enforce the shop rules and regulations.
- b. After each use or end of class all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/ rust.cvoid rust.

L. Polishing Wheels Genie and

These diamond wheels are used for final polishing. These wheels are fragile and expensive. They are absoluYely not intended to be used for shaping.

Before use, wash your rock with soap and water.

- 1. 1. To use either of these machines, sign in on the "Use" Sheet and be prepared to prove to the volunteer supervisor that you have been "checked out" and demonstrated how to use the machine.
- You must sign the check list and be signed off by a supervisor before using the wheels
- All your shaping should have been completed before you used either of these machines.
 - <u>Use plenty of water and very light pressure to polish your stones.</u>
- Use the 600 wheels to remove any final scratches. The remaining wheels will put the final polish on your stone.
- The entire process should not take more than 1 2 minutes (30 45 seconds per wheel).
- Should you be on it longer than that, you need to go back to the 600 silicon carbide wheel.

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

OPERATING RULES Clubhouse 4 Photography Studio & and Lab



A. General

- 1. In order to use the Photo lab aA Vvolunteer Supervisor must be present to use the Photography Lab. Residents using the Photography Lab must adjust their work schedule so they can finish according to the availability of volunteer supervisors. Monday through Friday by 4:00 p.m. PM and Saturday/Sunday by 12:00 PMnoon. The lab is closed daily from 12:00 PMnoon to 1 p.m. 1:00 PM.
- 2. Students Residents enrolled in photography classes meeting in the Photo Classroom are eligible to use the darkroom located in the Photography Lab with approval of the volunteer supervisor. Non-residents may only use the Photography Lab during the College Emeritus class time and under their iInstructor's supervision.



Guests

- a. Guests are allowed to attend Camera Celub lectures.
- b. Guests are not allowed to use the dark room.
- a.c.Guests must be accompanied by resident at all times and must sign a waiver prior to using the Photography Studio. No other room may be used by guests at Clubhouse 4.
- d. Residents and guests must sign in on the provided utilization sheet upon arrival at the Photography Studio.
- <u>4.</u> Harmful or toxic chemicals that will affect the health of residents or staff are prohibited. All chemicals must have a Material Safety Data Sheet supplied by the vendor and submitted to <u>Clubhouse clubhouse Staff staff</u> before it is used <u>or stored</u> at the facility. <u>No storage of chemicals allowed</u>
- 5. Any type of chemical considered hazardous, may not be left in the Photography Studio classroom. It is the resident/guest responsibility to remove these items from the facility and properly dispose of them.
- 2. a. Chemical storage is not permitted. Chemicals used in the dark room need to be taken home at the end of the day.
- 6. Shop Supervisors are on duty to assist and answer questions. Shop Supervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner. GRF facilities are open to all residents. The China Painter club is allowed to use in tThe Fred Greinger room Photography Studio classroom is a multi-use room to be scheduled for use with Recreation Department approval.

- 7. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
 - 8. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. Currently the club has permission to use the room on Tuesday from 1pm to 4 pm. Day and time is subject to change. China painters can store supplies in the provided metal cabinet. No turpentine, solvents, linseed oil, brush cleaners, or rags containing their by products, or a Facility 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 in an unsafe manner and may request adherence to proper equipment use.
 - 10. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.

3.

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

OPERATING RULES Clubhouse 4 Sewing Rooms



A. General

- 1. Eating Food and/or drinksing are prohibited on the sewing tables and cutting tables.
- Razor blades or other sharp instruments are prohibited on the cutting tables: . They
 will damage the cork tabletops. use a cutting board.
- 3. The use of the <u>sewing</u> machines is on a first come, first service basis; no reservations allowedpermitted.
- 4. No parts of a sewing machine can be removed by a user resident/guest without the approval of the —volunteer supervisor. Only feet that are made for the present sewing machine model may —be used.
- 5. Machines that are not working properly need to be shut down and marked "out of order.". A work order form shallwill be fill out with as much details as possible. Staff will pick up workorder form and arrange for repair. Repair may only be conducted by staff.
- 6. The <u>s</u>Sewing <u>r</u>Room <u>(quilters room)</u> nearest to the parking lot <u>is can be</u> used as an overflow room, <u>in case if</u> all machines in the <u>front other</u> room are occupied. <u>It can be used</u> by <u>resident</u>, but the <u>Sewing Supervisor on duty must be made aware of the move. Residents</u> must inquire with the volunteer supervisor on duty for use of this room.
 - 1. a. There are two exceptions:
 - 1. Students enrolled in an Emeritus sewing class with an instructor present.
 - 2. Members of the Crazy Quilters club with a <u>volunteer</u> supervisor present.
- 7. Storage space is limited in the sewing rooms. Overflow must be removed.
- 8. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 79. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 10. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 11. Shop Supervisors are there to provide information regarding policy and to enforce policy. Facility 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 in an unsafe manner and may request adherence to proper equipment use.

- 12.In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office. They have the authority to refuse the use of equipment that they feel is being used in an unsafe or destructive manner.
- 8. Storage space is limited in the sewing rooms. Overflow has to be taken out. Either into the old bridge room or home.must be removed.
- 9. Changing rooms have to be kept neat and clean. Items that are stored without contact information and a date might become subject to removal.
- 10. <u>Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.</u>

B. Guests

- 1. Guests are only permitted on Sundays. 5
- 2. Guests under 10 years of age are not permitted to use the facility. Maximum number of guests per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use only and may share a sewing machine with the resident.

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- 3. Guests under 10 years of age are not permitted to use the facility.
- 4.3. Residents and guests must sign in upon arrival at the facility.
- 5. Guests must be accompanied by resident at all times and must sign a waiver prior use..
- 4. Non-resident guests cannot buy any supplies offered by the sewing room.
 - 6. Only residents may use the sewing machines, guests are not permitted to use the equipment.
 - 7. No other rooms may be used by guests in Clubhouse 4.

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

OPERATING RULES Clubhouse 4 Slipcasting



A. General

- Laguna Woods residents and Emeritus students wishing to work in the Studio must compete an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
- <u>When entering the Studio, you must register on the sign in sheet and show your resident I.D. card</u> <u>if the Supervisor is not familiar with you.</u>
- 1. 3.If there is no volunteer Ssupervisor on duty-/-present, the Sstudio is closed.
- 1. 4.When an Emeritus Class is in session only students enrolled in the class may be in the Studio.

 Non students, including residents and members, may not come into the Studio for any reason including to drop off or pick up work. This is due to the Emeritus Liability Insurance which is in place during class times.5. No relatives, friends, visitors, or pets (except service dogs) of residents or students are permitted in to work, visit, or remain in the Studio while the resident or student works. Walking tours are allowed.
- 2. 6. The window aisle must remain clear of chairs, carts, and any other items for safety reasons. Working at the end of a table is prohibited.
- 3. 7. Areas between tables must be kept clear for accessibility and safety.
- 4. 8. All work in progress or supplies stored in the Sstudio are done so at "owner's risk.". Utensils, tools, molds, work, etc. may not be left out overnight.
- 5. 9.All items produced must be marked with your name or initials. -Your 'mark' must be entered on a Llogo card at the Ssupervisor's Ddesk. -If your identifying initials are already being used by another Studio userresident/guest, you must add an additional initial or identifying mark. -In the event of a duplication your Llogo card must be updated; and the volunteer Ssupervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). Students must additionally mark the date on their pieces.
- 6. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 7. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
- 9. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.

- 10. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, Bisque, drying cabinets, end caps and/or material handling.
- 12. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely. The Studio may not be used by persons under the influence of alcohol or a medication that would make driving illegal.
- 2. 13. Volunteer supervisors have the authority to deny use of the Studio to any person if it is noticed that that person is using the Studio and/or its' equipment in a careless, unsafe or inappropriate manner.
- 3. 14. Any form of harassment, intimidation, disruptive behavior, bullying, emotional and/or verbal abuse is not permitted in the Studio. Offenders using such behavior will be reported to Security and the Clubhouse Four office immediately, following GRF Guidelines and Regulations. Everyone doing work in the studio must fill out an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
- 4. 126. When entering the studio, you must sign in.
- 5. If there is no <u>v</u>Volunteer <u>a</u>Assistant of record on duty in the studio, the studio will be closed.
- 6. No one may enter the studio unless a <u>v</u>Volunteer <u>a</u>Assistant is present.
- 7. No relatives, friends or visitors or pets (except service dogs) of residents are permitted in the studio. Walking tours are allowed.
- 8. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 9. Only greenware poured with slip purchased in the studio in studio molds may be fired in Clubhouse 4 kilns.
- 10. No homemade molds.
- 11. No outside bisque, unless part of a Saddleback <u>c</u>Class project approved by the clubhouse supervisor, may be fired.
- 12. No specialized firings are allowed outside of those for Saddleback class projects, unless approved by the clubhouse supervisor.
- 13. The window aisle must remain clear of chairs, carts and any other items. Working at the end of table is prohibited.
- 14. Areas between tables must be kept clear for accessibility/ safety.
- 15. Only one bottle of slip per person may be stored in the Studio.
- 16. The cleaning of greenware must be done in a manner that does not produce dust.

No sanding or scraping of bone-dry products inside the room.

- 17. Wet greenware or damp bisque must not be put in the cabinets to be fired.
- 18. The "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc. of any product.
- 19. Molds must be cleaned, and banded (with a minimum of two bands) and returned to their designated shelf.
- 20. X-molds may not be poured during classes.
- 21. No molds, boards or other club materials may be removed from the studio.
- 22. If a mold is broken you may be asked to pay to have it replaced or mended.

4'f-akIn case of evacuation, proceed to the parking lot. Evacuation maps are posted next to the EXIT doors.

B. Molds

- 1. Resident/guest needs to be proficient at the craft of slipcasting in order to use the equipment and facilities.
- 2. The X-Molds are reserved for Slipcasting Club Hamembers and may not be used by anyone during an Emeritus class session.
- 3. No molds, boards or any other Sstudio tools/materials may be removed from the sStudio.
- 4. Only Greenware poured in Sstudio molds, with slip purchased in the Sstudio, may be fired in the Clubhouse Four4 kilns.
- 5. If you break a mold, you may be asked for reimbursement of mending or replacement.
- Do not pour a mold that is damp to the touch. It could jeopardize the long term integrity of the mold as well as the piece being poured. Molds can only be poured one time per day.
- <u>If you break a mold, you may be asked to pay to have it replaced or mended.</u>
- Prior to being placed on the drying racks all molds must have their exteriors, including the rubber bands, cleaned of any slip. This will prevent dried slip dust from accumulating in the drying rack area. Slip dust is hazardous to human health.
- Poured molds must be drained and put on the drying rack two hours prior to closing of the Studio.
- After using a mold, it must be cleaned, banded with a minimum of two bands and returned to carefully and securely to its' designated shelf or drawer.
- Use dry paper towels and plastic instruments to clean the inside of the molds after using. Do not clean the inside of molds with a damp sponge. The outside of the mold may be cleaned with a slightly damp sponge. Do not use metal instruments in or on the molds.
- Hand building is limited to (a.) Add ons' to be attached to poured pieces plus (b.) small individual items no larger than your palm. A note to the technician must accompany the hand built item for firing.
- <u>Studio users need to be proficient at the craft of Slipcasting in order to use the equipment and facilities without supervision. Free classes are available periodically see the Bulletin Board for information.</u>

C. Slip

- 1. Only slip purchased in the Sstudio is allowed in the sStudio. -No other slip will be fired.
- Only residents may store slip in the studio. Each resident may store a maximum of two jars.
- Stored slip jars must be marked clearly with your full name and/or initials plus the marking "Res" to denote you are a resident.
- Newspaper must be used to cover all work areas to avoid spillage or stains.
- No sanding/scratching or grinding is allowed in the Studio. Sanding must be done outside, over a trash can, where dust will not fall on nearby areas and benches.

- Slip is messy and wiping with a sponge often leaves a haze on surfaces. Rinse the sponge for the last wipe and try to remove as much residue as possible.
- Clean slip/glaze covered items (brushes, tools, sponges, buckets, spatulas, etc.) in the slip/overflow sinks only. Use newspaper to pre-clean these items so as little slip/glaze as possible goes into the Studio sinks. Prewash brushes and tools in a small container of water to conserve water.

D. Firing

- 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 2. Only technicians authorized by the Clubhouse Four4 SSupervisor can fire kilns.
- <u>Leave a note for the technician if any "special" handling is required for firing</u> <u>especially if you have used wax resist or Stroke & Coat on your Greenware.</u>
- No outside bisque will be fired unless it is (a) being provided by a vendor who is holding a demonstration or (b) is part of a Saddleback Emeritus Class project.
- No specialized firings are allowed unless approved by the Clubhouse Four Supervisor. This includes Saddleback Emeritus class projects.
- <u>Do not approach a technician with questions or requests.</u> Bring your questions and requests to the Supervisor.
- <u>Work must have originated in the Studio to be fired. Projects may be taken home to be worked on and brought back for firing, but they must have originated in the Studio.</u>
- <u>Wet Greenware or damp glazed bisque is not to be placed on the firing cabinets. It should be appropriately marked and stored in the Drying Cabinets until fully dry. Wet/damp/cold pieces left on the firing cabinets will be transferred to the 'reject' shelf.</u>
- If your piece is on the 'reject' shelf, please read the note, fix the problem, or answer the question, and put your item on the appropriate firing cabinet—along with the note.

<u>E.</u> Greenware, <u>B</u>isque, <u>D</u>rying <u>C</u>abinets and End Caps

- 1. Only volunteer Ssupervisors are permitted to touch, move and/or distribute fired items from the Bbisque and Ffinished cabinets.
- 2. Greenware 'in progress' may be taken home or it may be wrapped in plastic, marked clearly and visibly with blue tape—on the outside of the plastic—with your name and the date, and placed in the Greenware Drying cabinet.
- 3. Greenware 'ready for drying' may be taken home or it may be placed in the Greenware Drying cabinet without the plastic. Your full name and full date must be clearly visible on the board.
- <u>4. Greenware that is 'bone dry' and ready for the first firing should be placed on the 'Greenware' end cap.</u>
- <u>5. Using glaze products on Greenware is not permitted.</u>
- 6. Bisque items that have glaze applied should be placed on the 'bisque' end cap.
- 7. Studio users are responsible for picking up their pieces from the Greenware, bisque and Finished cabinets as soon as possible.
- <u>8. Greenware, bbisque and finished items left in the cabinets for three months will be "Blue Tagged" in preparation for disposal and/or donation.</u>

- 9. If Greenware, bbisque or finished items are to be picked up by friend or another colleague a note from the owner with the full name, date and signature must be presented to the Supervisor, along with a clear description or a picture of item or items.
- 10. Only dry Greenware or bisque maybe put in the firing cabinets. Any wet or damp items may be stored in the drying cabinets or taken home until fully dry.
- 11. Do not touch any other person's work that is on the end caps or in the drying cabinets, or anywhere else in the Studio. Your hands may have natural oils, dust etc. on them which can potentially cause damage to the piece.

<u>G.</u> <u>C</u>leaning <u>&and W</u>ater <u>C</u>onservation

- 1. Cleaning of all equipment and areas used is the responsibility of every Sresident/guesttudio user.

 The rule of thumb is to leave any area or equipment you use cleaner than you found it.
- 2. The cleaning of Greenware must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products may be done permitted inside the Sstudio. If Please do sanding, scraping or grinding is done outside—do this over a trash can to catch all the dust and debris. Wear a mask must be worn and . Masks is are available at Ssupervisors' desk.
- 3. The "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc. of any product. -Use newspaper to remove as much slip and glaze as possible prior to using the Studio sinks.
- 4. Wash tools and brushes in a small bucket or other container before minimal rinsing to conserve water.
- 5. Use the least amount of water possible. -Turn off the water any time that you are not actively using it. -Use a small stream of water whenever possible.
- ——Depending on your activity, allow 20-30 minutes for clean-up. You must be out of the Studio promptly by the designated time.
- 6. Clean up slip and dust with a wet sponge or wet towel only.
- 7. Clean glaze residue and, spills and dust on counters any surface with a wet sponge or wet towel.
- 8. Throw away all used newspaper, even if it appears to you to be relatively clean.
- 9. -Any tools or equipment you have used from the Sstudio must be cleaned before being put away.

H. Cell Phone Use

- <u>Texting is permitted, either to send or receive messages.</u>
- To place or receive calls, Studio users must step outside so that they do not disturb others. (Tell callers to hold for a moment while you step out of the Studio.)

I. Guests & and Visitors IN THE STUDIO

- 1. The Sstudio is entirely a place of work for Sslipcasters only.
- 2. The Studio encourages socializing and sharing knowledge among Studio users.
- The Studio is not a place for socializing with friends who are not actively working on Slipcasting projects.
- 3. Friends or relatives are welcome in the Sstudio for a brief visit to see a member's place of work or samples of work that they have produced.

- 4. Residents have the right to visit the Studio to explore the possibility of joining or working in the Studio themselves. -This includes sitting with another resident and discussing the work being produced.
- 5. Due to Insurance reasons aAnyone spending more than a few minutes in the Sstudio must sign the 'Hold Harmless Release and Waiver of Liability Agreement' Form, register on the Sstudio sign in sheet and show their resident I.D. card to the volunteer Ssupervisor, if requested.

J. Emeritus Students

NOTE: Emeritus students must adhere to ALL Rules and Guidelines on this document as well as the rules in this section.

- No serial production (no more than three pieces of the same kind).
- <u>Student Definition: (anyone enrolled in a Saddleback Emeritus class is a student).</u>
- 1. NStudents must not enter the room if a volunteer supervisor is not present.
- 2. Non-resident 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 only enter the studio during the actual class times of the specific class(es) in which they are enrolled.
- 4. No serial production (no more than three pieces of the same kind).

- <u>Cleanup for morning classes begins no later than 11:30 AM</u> <u>students must leave the Studio by 11:50 AM</u>.
- <u>Cleanup for afternoon classes begins no later than 3:30 PM</u> <u>students must leave the Studio by 3:50 PM.</u>
- <u>Students must not enter the room if a Supervisor is not present.</u>
- Students may only enter the Studio during the actual class times of the specific class(es) in which they are enrolled.
- 5. Poured molds must be drained and put on the drying rack two hours prior to end of class.
- 6. Molds and rubber bands must be cleaned thoroughly and returned to their appropriate shelf/drawer prior to the end of class.
- 7. -No pouring is allowed until an instructor is present. If the instructor is absent the class will be dismissed, and all non-resident students must leave the Sstudio and Laguna Woods Village.
- 8. -Students may pour up to two molds per class session.
- 9. -SStudents may fire up to two pieces per class session.
- 10. -Student Greenware must be clearly marked with initials or logo, and the current semester and year. Make sure your logo is recorded with the volunteer Supervisors. Verify that no one else has the same initials as you do.
- 11. -If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back with the note in the appropriate firing cabinet.
- 12. -Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus semester. -Items left in the Sstudio may be discarded.

13. -Class projects may be taken home for work and brought back for firing, but they must have originated in the Sstudio.

IMPORTANT:

Non-compliance or disregarding these rules, instructions or safety guidelines is to be reported to the Clubhouse Staff and, if it is continued, will be presented to the Golden Rain Foundation Board of Directors, which could result in the denial of future use of the facilities.

1.

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

OPERATING RULES Clubhouse 4 Wood ShopWoodshop



A. General

- 1. Work quietly in the studio. Keep voices and sounds respectfully moderated. Cell phones should be silenced and used outside.
- 2. Resident/guest cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 3. Facility 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 in an unsafe manner and may request adherence to proper equipment use.
- 4. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit is located inside the Clubhouse 4 front office.
- 5. Please refer to the studio/workshop procedures for SawStop table saws, special setups, fence, miter gauge, sled, band saws, abrasive finishing machines, disc/belt sanders, wall mounted panel saw, drill presses, planer, radial arm saw, air staplers/nailers and/or material handling.

A.B. Personal Safety

- 1. <u>Do not₩ wear no loose</u> jewelry, gloves, neckties, or loose clothing that could get caught in moving <u>equipment</u> parts. <u>Remove coats and jackets and roll up loose sleeves.</u>
- 2. Non-slip, <u>covered-closed-</u>toe footwear is required. <u>A dDoctors note is required if closed-toed shoes can't be worn.</u></u>
- 3. Remove coasts and jackets and roll up loose sleeves.
- 3. Long hair should must be tied back away from the face and not allowed to "fall" into work.
- 4. Wear safety glasses or a face shield when doing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
- 5. Be sure you have adequate light so you don't strain your eyes.
- 6. Always keep your eyes on the cutting action.
- 7. Advise the volunteer supervisor of a potential safety danger.
- 4.8. Over confidence leads to carelessness which causes accidents.
- 5. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/ or medication that may alter ability to use equipment safely. Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from driving Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts.
- 6. Non-slip, covered toe footwear is required.
- 7. Medication that does not allow you to drive also does not allow use of any machinery.

В. С	Bench Organization
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- 1. Keep your project materials carefully organized on your bench with tools located near the center.
- 2. Do not pile tools on top of each other.
- 3. Never allow edged or pointed tools to extend out over the edge of the bench.
- 4. -Close your vise when it is not in use and see that the handle is turned down.
- <u>5.</u> Keep drawers and cabinet doors closed.
- 6. Do not leave material laying on the floor.
- 7. Sign tools out for use and return them to the Ovolunteern Duty Supervisor when finished.
 - ±a. Tool sign-out sheet can be found next to the sign-in sheet for the ₩woodshop.

Carrying Tools

- 1. Keep sharp-edged and pointed tools turned down.
- 2. Do not swing or raise your arms over your head while carrying tools.
- 3. Carry only a few tools at one time, (unless they are in a special holder).
- 1.4. Do not carry sharp tools in the pockets of your clothes. Be mindful of others.

D.E. Clamping Stock

1. Whenever possible mount the work in a vise, clamp, or special holder. This is especially important when using chisels, gouges, or portable electric tools.

E.F.Cleanliness

- 1. Keep your hands clean and free of oil and grease. You will do better and safer work and both tools and your project will stay in better condition.
- 2. Keep the machine clean.
- 3. Remove all tools, lumber, and unnecessary materials.
- 4. Objects left on the machine can vibrate into revolving cutters and be thrown from the machine with great force.
- 5. Never clean a machine while it is running.
- 1.6. Use the provided hand brush and dustbins.

F. Confidence

1. As you successfully use the Wood Shop you will gain confidence. Do not become too confident. Over confidence leads to carelessness which causes accidents.

G. Consideration of Others

1. Be thoughtful and helpful toward other workers in the Wood Shop. Be sure that the work you are doing does not endanger someone else. Caution other workers if they are violating safety rules or advise the room Supervisor of a potential safety danger.

H. Eye Protection

1. Wear safety glasses or a face shield when doing any operation that may endanger your eyes. Prevent flying particles, sawdust, foreign objects or corrosive substances from entering your eyes. Be sure you have enough good light to see what you are doing without straining your eyes. Always keep your eyes on the cutting action. Concentrate on what you are doing at all times.

I. Injuries

1. Report all injuries, regardless of severity to the <u>volunteer_Supervisor on duty. Any</u> significant or (911) medical call injuries must be reported to Clubhouse Four <u>sStaff_and</u> <u>Security # 949-580-1400</u>. Staff will call Security and <u>to make sureensure</u> the incident is properly documented.

- 2. <u>If 911 was called send someone outside to guide the EMT's to the injured. Make sure someone stays with the injured. Tell onlookers to disperse. Make sure EMT's have enough room.</u>
- J.G. Shop Use Safety Regulations
 - 1. Electricity
 - a. Before plugging in a machine, make sure the switch is in the "off" position.
 - b. When using an extension cord use the correct wire size. This is determined by the length of the cord and size of the motor. Using a wire size that is too small will cause the tool to overheat.
 - c. Keep all power cords away from blades and cutters while you work. Make sure the power tool is grounded; a double-insulated case need not be grounded. Check with the <u>volunteer s</u>Supervisor if unsure about this.
 - d. If anything unusual happens, turn off the machine immediately. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the volunteer sSupervisor on duty.

2. Fire Protection

- a. Advise the HHead volunteer sSupervisor and/or obtain approval before bringing any flammable liquids into the Wwood-Sshop.
- b. Re-fEamiliarize yourself periodically with the location of all fire alarms and fire extinguishers.
- c. Make sure to use Ensure finishing materials and thinners, etc. are used only in approved areas. Make sure you are in a project space that allows such materials to be used.
- d. Close cans of finishing materials and thinners immediately after use.
- e. Use flammable liquids in very small quantities. Be sure Ensure the container is labeled and sealed.
- f. Consult <u>the resident/guest</u> work<u>ingers</u> near you to evaluate whether any potential crossover hazards <u>might</u> may be present.
- g. Dispose of oily rags and other combustible materials immediately, or store them in an approved container. See the volunteer sSupervisor on duty for the location.
- 3. Floor Safety
 - a. The floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses, and other equipment and materials out of traffic lanes.
 - b. Immediately wipe <u>up</u> any liquids spilled on the floor.
- 4. Material and Project Storage
 - a. Project work must be stored and stacked carefully in assigned areas. These areas are is marked yellow on the ground in front of the windows.
 - b. One project at a time. Projects need to be finished in a timely fashion.
 - c. Projects must be clearly marked with nName, phone number and date.
 - d. The Wood Shopwoodshop is not to be used for long term storage. -Items left in the Wood Shopwoodshop must be clearly marked with the name and phone number of the owner and the date. -Items are left at the residents' own risk. -Anything left more than 60 days will be disposed of.
 - e. Secure help with long boards, even if they are not heavy.

f. <u>Volunteer s</u>Supervisors will be granted a locker inside the shop and an additional material storage in the supervisor storage room, <u>if available</u>. Lockers and material must be marked with name and phone number.

5. Odors

- a. Be alert for any odors that might indicate overheating of the machine or stock.
- a.b.Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform the volunteer supervisor.

6. Power Equipment Safety

- a. Modern power wood working machines can save large amounts of time. Learning how to use them safely is most important to the worker and the Wood Shop. Whether or not you are Use of power wood working machines approved to use power equipment depends entirely on your individual knowledge of and ability to use them in compliance with the Wood ShopWoodshop's Operating Rules.
- b. Know and understand the general safety rules. Before operating any power tool or machine you must become thoroughly familiar with the way it works and the correct procedures that determine its use. When the correct use of the machine is learned you will use it in the safest manner.
- e.b. Red striped areas in front of circuit breaker panels must be kept clear of all obstructions to panels.

7. Safety Guards

- <u>a.</u> <u>Make sure Ensure</u> all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. <u>If at all unsure about your setup before you begin working, cC</u>heck with the <u>volunteer sSupervisor if unsure about setup before work begins</u>.
- a. <u>If a safety brake is tripped see the volunteer supervisor on duty immediately. A fee will be charged for each tripped brake.</u>

8. Supervisor on Duty

- a. The Supervisor's schedule is arranged and posted in the Wood Shop by the Head Supervisor who works directly with the Clubhouse 4 Supervisor.
- b. Anyone wishing to serve as a Volunteer Supervisor must submit a volunteer application to the Head Supervisor.
- c. When unable to cover an assigned shift the Volunteer Supervisor will arrange for alternate coverage in advance. and advertise on the "Substitute Needed" form, that they are looking for a temporary replacement. In case of a long term absence, let the Clubhouse supervisor know.
 - d. When the Supervisor on duty exits the Wood Shop it must be empty of people, all electrical machinery must be turned off, the windows and cupboards must be locked, and the floor must be ready for the janitorial staff. The Supervisor will return the key along with any waiver and sign in sheets to the Clubhouse office upon leaving the facility.

9.8. Tool Selection and Use

a. Select the proper size and type of tool for the work you wish to do. Make sure Ensure the tool is sharp and in good condition. Inform the the volunteer s Supervisor if tools are broken, have loose handles; or need adjustment.

- b. Hold a tool in the correct position (while using it). Most edged tools should be held in both hands with the cutting motion away from your body and away from other residents/guestsworkers.
- c. Be careful when using your hand or fingers as a guide to start a cut. Test the sharpness of the tool with a strip of paper or a scrap of wood. Do not use your fingers to test.
- d. Stay alert and always keep your hands a safe distance from cutters and blades.

10.9. Water/ Solvents

a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; -solvents increase the chance of fire. Solvents increase the chance of fire.

11.10. Wood

- Defects in wood can be dangerous and can damage tools. Check stock carefully for knots, splits, and other defects. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity no treated wood can be approved for cutting in the Wood Shopwoodshop.
- b. Use of power saws on tree limbs or stumps without the proper jig and approval of a volunteer s\$upervisor is prohibited.
- 12.11. General Power Equipment Safety Guidelines
 - a. Cutting metals of any sort can only be done in the metal shop.
 - a.b. Stay wide awake and alert. Think through the operation before performing it. Know what you are going to do and what the machine can and will do. Never operate a machine when you are tired or ill.
 - b.c. Consult with the volunteer sSupervisor on duty if you have any doubts about the use of a machine or your ability to use it.
 - c.d. Avoid using machines for trivial operations, especially on small pieces of stock.

 Do not become casual about the use of the machines.
 - d.e.Accept accountability for controlling the machine you are using start through stop.A fee may be charged if a machine is damaged due to neglecting proper operating procedure.
 - e.f. If someone is helping you be sure they understand what they need to know, to do, and how to do it. Ensure a helper on your project is well informed on what is expected.
 - f.—Make all necessary adjustments before turning on the machine. Consult with the volunteer Supervisor to clarify any doubt.
 - <u>g. </u>
 - <u>h.</u> Never remove or adjust a safety guard.
 - g.i. The SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
 - h.j. Use only approved push sticks, push blocks, feather boards, and other safety devices. Know those operations which require the use of a special jig or fixture.
 - i.k. Keep the machine tables and working surfaces clear of tools, stock, and project materials. Keep the floor free of scraps and excessive litter.
 - <u>j.l.</u> Avoid distractions while operating a machine. <u>Also, be certain that you dD</u>o not distract other <u>machine operators</u>residents/guests using machines.
 - k.m. Allow the machine to reach full operating speed before starting to feed the work.

<u>Ln.</u> Never leave a <u>running</u> machine running while unattended.

m.o. Feed the wood carefully and only as fast as the machine will easily cuts.

- n. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation.

 <u>SawStop table saw:</u> If a safety brake is tripped see the <u>v. s</u>Supervisor on duty immediately. A fee will be charged for each tripped brake.
- o. Shut off the power and inform the <u>v-olunteer s</u>Supervisor on duty if a machine is dull, out of adjustment, or not working properly.
- p. Shut off the power when you have completed an operation on a machine; wait until it stops before leaving the machine or setting up another cut.
- q. Stay clear of machines being operated by others. See that others are "out of the way" when you are operating a machine.
- r. Avoid "crowding around" or waiting in line to use a machine; request that the current operator inform you at your work bench when he has they finished his use.
- s. Utilize the common standards of courtesy to make the Wood Shop a safer and more pleasant place to work.

13.-Specific Power Equipment Safety Guidelines

a. To operate a machine safely you must know more than just how to turn it on and off. You must know how to perform the basic operations. You also need to know how to make simple adjustments. Above all you must know the machine's limits. Always keep the machine at a safe and steady speed. Never push the machine into a job the machine is not designed to do. The equipment in the Wood Shop shall be operated using the Manufacturer Safety Standards (MSS).

SawStop Table Saws

- 1. Although the table saw is one of the most useful machines in the wood lab, it is also one of the most dangerous. It can be used to accurately rip and crosscut lumber and sheet goods. The table saw can also be used for special operations including cutting dadoes and rabbets and for resawing. With the use of special jigs, joinery like tenons and box joints can be made. In addition, the blade can be tilted for cutting bevels and miters. The table saws in the Woodshop use 10" diameter blades and tilt left (that is, away from the fence). All of the table saws in the WMT wood lab are SawStop Industrial Cabinet Saws, considered the safest in the industry. SawStop saws are equipped with a safety system that detects when someone accidentally contacts the spinning saw blade, at which point a braking system activates and stops the blade in milliseconds.
 - 2. How does it work? The SawStop electronic safety system induces an electrical signal onto the blade and then monitors that signal for changes. Because the human body has a relatively large inherent electrical capacitance and conductivity, this signal drops when flesh, wet or burned wood (carbon is a conductor) contacts the blade. Wood, on the other hand, has a relatively small inherent capacitance and conductivity and therefore does not cause the signal to drop when it comes in contact with the blade. A fast-acting brake immediately stops the blade.
- 3. Both the standard brake cartridges, the blade and the dado brake cartridges are single-use components that must be replaced, including the blade if the brake is ever activated.

- 4. The volunteer supervisor on duty is responsible for the replacement.
- 5. <u>To start the blade, pull the red START/STOP PADDLE at the bottom. Push it in to stop the saw; the saw can also be turned off by gently bumping the paddle with your knee.</u>
- 6. <u>Do not use the table saw until you have been read and understood the description. The supervisor will help with training.6. Keep the floor areas surrounding the saw clear of scraps.</u>
- 7. The number one cause of injuries on the table saw is kickback. Kickback occurs when the operator loses control of the material being cut and it is thrown from the machine with great force.
- 8. When cutting, the saw blade should project ¼ ¾" above the stock or enough to clear the common gullets.
- 9. The fence is used to guide ripping operations. The miter gauge or sled is used to guide crosscut operations. Always hold the work firmly against the fence, sled, or miter gauge.
- 10. <u>During a rip cut, once the material has moved away from your left hand, move your left off the table. Do not drag your hand across the table and never reach over the blade.</u>
- 11. You must use a push stick when ripping pieces that are 6" or less in width.
- 12. <u>Cutting workpieces shorter than 10" in length is a special setup; get help from the supervisor before cutting.</u>
- 13. <u>Performing on-edge resawing is a special setup. You must get specific instruction.</u>

 <u>The resaw fence should be used when resawing material wider than the height of the rip fence.</u>
- 14. When ripping stock, the piece between the fence and blade must be controlled and pushed past the blade and riving knife all the way off the throat plate. Failure to do so may result in a kickback.
- 15. When you are ripping stock, the scrap must fall to the outside (non-bound side) of the blade (not between the blade and fence).
- 16. <u>Lowering stock directly down over the saw blade is dangerous and is never</u> allowed.
- 17. Procedures involving raising the blade into the work are special setups.
- 18. The riving knife must always be in place behind the blade except for special set ups.
- 19. <u>Make adjustments or measurements at the blade only when the power switch is off</u> and the blade is at a complete stop.
- 20. The main power switch should be placed in the off position when you leave the saw.
- 21. <u>Freehand cutting, ripping, or crosscutting without using the fence, sled, or miter gauge is ABSOLUTELY FORBIDDEN in all circumstances.</u>
- 22. Do not reach or pass wood over the saw blade any time the blade is spinning.
- 23. When helping someone to tail off (supporting the work hanging off the back of the saw table), your only purpose is to support the stock from below. Only the operator pushes the stock through the saw.

- 24. <u>Make sure the blade is stopped and completely lowered when clearing scraps from the table.</u>
- 25. The supervisor must approve all special setups and dado blade installations before the power is turned on.
- 26. <u>Use a special setup with V_block or sled when cutting cylindrical stock to help keep it from spinning.</u>
- 27. If you need to stop the saw in the middle of a cut, stop what you are doing without moving your hands and turn off the saw by gently bumping the red START/STOP PADDLE with your knee.
- 28. <u>Backing the stock away from the blade while the saw is running is forbidden. If it is necessary to remove a workpiece, always stop the saw first.</u>
- 29. The piece between the blade and the fence or a stop must always be under the operator's control. If uncontrolled, it can bind and cause a serious kickback.
- 30. If the fence is used at the same time as the miter gauge, the miter gauge must be between the fence and the blade. This is a special setup.
- 31. When you are crosscutting a number of pieces to the same length using the miter gauge, clamp a clearance block to the rip fence well ahead of the saw blade to prevent the cut piece from being pinched between the blade and fence.
- 32. Stock edges or faces that contact the table, miter gauge or fence, must be straight and flat.
- 33. <u>Using the dado set is a special setup. The dado blades and dado brake cartridge</u> must be installed and properly adjusted. If the dado stack is over ½" thick, the arbor washer should not be used.
- 34. Each table saw is equipped with a safety brake and safety kickback guards to prevent personal injury. "Old" wood can be electronically scanned before use to determine if it will set off the safety brake. On occasions, new wet wood will set off the saw brake. Current wood scanning technology is not 100% accurate therefore the user is ultimately responsible for any material cut on the table saw that may set off the brake. The Shop Supervisor is available to perform these checks.
- i. 35. For first time users: you must read the SawStop quick intro handout located in the sign in area.
- 36. To avoid personal injury or setting off the saw brake, push sticks or jigs must be used for cutting narrow stock.
- (MSS) Keep hands out of path of the saw blade.
- (MSS) Never reach over or around the saw blade.
- (MSS) Never start saw with the blade engaged in the work piece.
- Band Saws
 - The band saw is the fastest cutting saw in the woodworking lab. It is a rough cutting and shaping tool not intended for finish cuts.
 - 1. Adjust the upper guide and guard to about ¼" above the stock with the machine at a full stop.
 - 2. Allow the saw to reach full speed before starting to feed your work.
 - 3. Plan cuts carefully; lay out and make relief cuts before cutting long curves and curves of small radii. Turning holes should be made where required. Plan work so that all cuts will be made in the forward direction.

- 4. If the stock binds or pinches the blade, do not attempt to back the stock out. Shut the power off and remove the stock after the machine stops. Backing the material out while the machine is running could pull the blade off the wheels.
- 5. When removing scrap material from the band saw table, always be aware of the blade. Use a piece of scrap stock to remove scrap pieces; do not use your hands.
- 6. Keep the floor areas surrounding the saw clear of scraps.
- 7. If the blade breaks, stand clear and shut off the power if possible. Keep others clear until the machine stops completely and notify the instructor.
- 8. Never adjust the saw while it is running.
- 9. Do not place your fingers close to the saw blade when cutting stock. Always maintain a 4" margin of safety.
- 10. If it is necessary to back the material out of a long cut, turn the power off and wait for the blade to stop. Seek assistance from the supervisor if the material does not freely come out.
- 11. To stop the band saw turn off the power. Wait until blade comes to a total stop.

 The Agazzani saw has a brake pedal. Press gently until the blade stops. Leave the machine only after the blade has stopped moving completely.
- 12. Supervisor has to approve special setups.
- 13. Use a push stick when resawing.
- 14. When resawing, the edge of the stock on the table must be straight and the face of the stock against the resaw fence must be flat.
- 15. Keep upper and lower doors closed and all guards in place.
- 16. Use a push stick or guide for cuts that would place your hands near the saw blade.
- 17. Cutting cylindrical or irregular stock on the band saw may be done only with a special jig, such as a V-block (special setup).
- 18. Never stand or allow others to stand to the right of the band saw when it is running.
- b. 19. If you hear a clicking noise, turn off the saw at once. This indicates a crack or kink in the blade as it passes through the guide
- i. Check for the proper blade tension before applying power.
- ii. 20. Cutting metals of any sort can only be done in the metal shop.
- iii. 21. If the blade guides or rollers are not in alignment please ask a Supervisor to perform the adjustment; users are not to perform these adjustments.
- iv. The recommended blade guide height is no higher than ¼" above the work piece, adjust the guides accordingly to the thickness of your material
- v. The proper method to stop blade movement and to shut down the Agazzani is to use the foot brake located on the right hand side of the saw.
 - c. Abrasive Finishing Machines/ Disc and belt sanders
 - i. These are not to be used on MDF (medium density fiber), plastics, Formica laminates, or wet wood, and are n Do not to be used to remove old paint or varnish on any of the sanders in the woodshop.
 - (MSS) Never wear gloves or hold the work with a rag when using any sanding machine.

- Do not sand stock that puts your fingers within 2" of the abrasive.
- Apply moderate pressure to the stock against the abrasive and keep it moving.
- Excessive pressure can overheat and damage the abrasive.
- ii. Keep the stock moving to avoid overheating the abrasive material.
- iii. When using the flap and drum sander always sand on the lower half of the drum or flapper. The flap sander s to be used as a finish tool. Use the planer for ruff surfaces.
- iv. The minimum stock dimensions for the vertical belt sander (MSS) are no thinner than ½" and no narrower than ½".
- v. On the disc sander Y you must always sand on the downward side of the disk when using the disk sander (MSS).
 - The (MSS) minimum stock dimensions for using the belt fed horizontal sanders are no thinner than 1/8" and no narrower than 1/4". See Shop Supervisor for material shorter than six inches.
 - The wide belt sander is for finish smoothing only. It should not be used for removing more than 1/16" of material TOTAL, by making several light passes through the sander. Each pass should be about the thickness of a notebook paper. If you must remove more than 1/16" of material, use the planer first. Adjust the depth of cut only 1/16 of a turn of the table height adjuster at a time.
- vi. Sand very small increments to prevent damage to web fed belts and sanding drum. If belt stops and squeals, lower the table immediately.
- vii. Always feed your work against the direction of spindle travel when using the vertical spindle sander (MSS).

d. Lathes

The lathe is used to make round or cylindrical shapes.

- <u>Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.</u>
- Remove or fasten any loose clothing and roll sleeves above your elbows. Tie long hair up and back.
- <u>Keep the floor where you are standing clear of chips to provide good footing.</u>
- viii. Recommended speeds with diameters of work are posted on the cabinet door (with the tools) and on the green lathe.
- ix. Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.
- x. When sanding, move the tool rest away from the turning piece (MSS).
 - When turning large diameter pieces such as bowls, always operate the lathe at lower speeds.
- xi. Keep your tools sharp since dull tools are harder to control and leave a rough surface on the work.
- xii. Get proper introduction_, from the most senior lathe worker on how to sharpen the lathe tools, before ruining them.

e. Jointer

The jointer is primarily used for flattening the face of a board and straightening and squaring the edges of a board.

Ensure that the guard is over the knives at all times while the jointer is being operated.

- The most stable side of the stock should be toward the table, often it is the most concave face.
- Never pass hands directly over the cutter head (MSS).
- Use only clean, dry lumber on the jointer.
- xiii. Never attempt to run a piece of wood across the jointer until the machine is running at full speed.
- xiv. Make sure the cutter head is not contacting the work piece before turning on the power (MSS).
- xv. Always use hold downs/push blocks for jointing material less than three inches in height or planning material less than three inches wide.
- xvi. Do not perform jointing or planning operations on material shorter than 10 14 inches (MSS).
- xvii. Never make a joint or planning cut deeper than 1/168" (MSS).
 - Never perform jointing or planning operations on MDF (medium density fiber), or used or finished (painted or varnished) material.
- xviii. Push the stock clear of the cutterhead and make sure the guard has returned over the throat and knives before picking up stock. Material must be pushed through the jointer and never pulled.
- f. Miter/Chops Saws

The miter or chop saw is the best tool in the lab for accurately crosscutting surfaced lumber to length. It is extremely useful for making all cuts from 90° to ±45°. The miter saw is one of the most dangerous machines in the lab.

- <u>Keep protective guards in place at all times.</u>
- Allow the blade to reach full speed before cutting.
- Do not force the tool into the work.
- Never hold the piece to be cut in a manner that causes your arms to cross the blade.
- Do not leave the area of the machine until the blade has come to a full and complete stop.
- Always maintain a 6" margin of safety between all body parts and the blade.
- xix. When cutting stock shorter than three inches, let the saw blade come to a complete stop before raising the blade. This will prevent small stock from hitting the moving blade and being projected outside the cutting area.
- xx. Do not start the blade with it touching the wood stock.
- xxi. Do not attempt to cut small pieces (three inches) without clamping (MSS)..
- xxii. Do not cut rough material, steel, iron, or masonry materials. (MSS).
- d. g. Scroll Saw
 - i. Must be operated at the correct speed and with the correct blade for the thickness of the materials being cut.
 - ii. Check for proper blade tension before use.

h.—

e. Wall Mounted Panel Saw

i. Can be operated to cut horizontally or vertically. If unsure how these horizontal and vertical saws are set up, see the <u>v.</u> Supervisor.

- Do not force wood stock through the saw, stop and check roller/material alignment.
- For best results, cut material with the back side facing the operator. This will provide the smoothest possible cut on the face side of the panel.
- 2. Use the on/off buttons to start/stop this machine's motor. The emergency stop button should be used only in case of emergency.
- 3. Never leave the saw running unattended.
- 4. The thickest material this machine can safely cut is 2.5".
- <u>5. Never rip lumber on the vertical panel saw. Except for crosscutting a wide tabletop, this machine should not be used for solid lumber.</u>
- 6. Sheet material measuring 4' x 8' or 5' x 5' easily fits onto this machine.
- 7. Never cut materials that contain screws, nails or staples. They may eject from the material or damage the blade. Pay special attention to the ends of panels as often labels are stapled there.
- 8. Never cut more than one piece at one time.
- 10. Do not place your hands on or under the saw carriage, or in the path of the blade.

 Keep your hands on the clearly designated handles where they will be safe.
- 11. Do not try to retrieve a piece of cut material while the blade is rotating.
- 12. Do not force the tool. Let the saw do the work. A saw is more easily controlled and will do a better job when used in the manner for which it is designed.
- 13. Crosscutting (vertical cutting) must always be done from the top down.
- 14. Ripping (horizontal cutting) must always be done against the direction of the spinning blade (from left to right). Consult with the supervisor, as this is a special setup.
- 15. Raise the saw carriage to the uppermost position on the guides whenever the tool is not in use.
- 16. If abnormal noise or vibration occurs, turn the tool off immediately and have the problem corrected before further use.
- 17. If the saw binds, shut the machine off and check how the material is supported.

 Warped, bowed or other misshaped pieces might pinch on the blade causing this to happen. Ask a supervisor for guidance.
- 18. Thin material (less than 1/8", like plastic laminate) should be cut with the help of the supervisor. Special set up.
- ii. 19. Once your material is small enough to be cut on smaller saws, it is safer and more efficient to utilize those machines. The vertical panel saw should generally be used for dimensioning larger pieces.
- i. Drill Presses
 - The drill press is an excellent machine for drilling accurate holes and is invaluable when
 - drilling large holes.
- iii. Drill presses are to be operated at the correct speed for the material being drilled.

 If you do not know how to change the spindle speeds, contact the Supervisor.
- iv. Always make sure the chuck key is removed prior to turning on the motor.
- v. When leaving the machine always remove the chuck key from the chuck.
 - Return all drill tables to a normal operating position as a courtesy to others.
 - 2. Be certain that the table and head of the drill press are secure.

- 4. Select the proper drill bit for the job and avoid dull bits.
- <u>5. Insert the drill bit in the chuck properly and tighten it securely before starting the drill press.</u>
- 5. Remove the chuck key before turning on the power and before leaving the area of the drill press. If the chuck key is not removed, it will be thrown out from the chuck at a tremendous speed when the power is turned on.
- 6. Use clamps or a drill vise whenever necessary to secure small or odd shaped work firmly.
- 7. Larger bits should be run at slower speeds and smaller bits at higher speeds. This keeps the cutting edge of the bit at a reasonable speed.
- 8. Use a backer board under the work or be sure the bit is over the center hole in the table when boring completely through your work.
- 9. Keep hands away from the rotating spindle.
- 10. Operate the feed lever so that drill cuts at a consistent feed rate into work.
- 11. Ease up on feed pressure when the bit begins to break through the work.
- 12. Back the bit out often to clear chips from the hole.
- 13. When boring to a given depth, use the depth adjustment nut or feature.
- 14. Stop the drill press before removing your work.
- vi. 15. If work comes loose and is seized by the drill press, shut off the power immediately if you can do so without endangering yourself. If it is impossible to shut off the power, move away from the machine and move others away.
- i. Planer

The planer is used to smooth lumber to an even thickness.

- vii. A courtesies announcement should be made to all the users in the shop, before using a loud machine.
- viii. Will not be used to remove old paint or varnish.
- ix. Will not be used on "particle board" plywood, or MDF (medium density fiber board) because of its glue content.
- x. The use of earplugs is recommended.
 - If possible, limit the use to 15min., preferable use the early hours in the morning or start at 3pm in the afternoon, since less users are in the shop.
 - Do not remove more than 1/16" of wood in one pass (1/2 turn of the table height adjustment wheel).
 - Adjust the initial depth of cut to the thickest part of the board.
 - The stock must be longer than the distance between the infeed and outfeed rollers.
 - The minimum length of stock for planing is clearly marked on each planer.
 - <u>Do not plane stock to less than 1/4" thick. To plane thinner stock, run it through the planer with a backer board.</u>
 - Never put your hands into the planer.
 - If a board needs to be realigned on the table after being gripped by the cutterhead, use care to keep your fingers clear of the table and feed rollers.
 - Never change depth of cut after stock has been started through the planer.
 - Do not plane stock with large cracks or loose knots.
 - Always plane wood with the grain, never across or perpendicular to the grain; the planer will shred the wood.

- Always ensure that the machine has reached full speed before inserting the wood in the machine.
- <u>Plane pieces of varying thickness in progressive order, starting with the thickest first.</u>
- Because of the possibility of flying particles, do not look into the planer while the machine is running. Stand in an upright position and to one side while you are operating this machine.
- A planer will produce two flat, parallel faces only when the surface that was put on the
 - <u>table was flat and smooth to begin with. Planing a warped board will only produce a</u>
 - warped board of even thickness.
- xi. <u>Kickbacks are infrequent but possible on a planer.</u>

k. Radial Arm Saw

The radial arm saw is used to cut lumber to rough length.

- All stock must be securely held against the fence provided. When making a cut on the saw, hold the stock firmly against the fence.
- <u>Maintain a minimum safe distance of 6" between the line of the blade and your fingers and hands.</u>
- Never hold the stock being cut with your thumb sticking out along the edge of the board.
- Make sure there is no gap between the stock and the fence at the cut line. A gap can usually be avoided by turning the board over.
- Use your upper body to control the speed of the cut by keeping your arm relatively straight and rotating at the waist. Using only your arm makes it difficult to control the saw.
- <u>Do not force the saw into the material any faster than it can cut with ease. Because of the direction of rotation of the saw blade, it tends to "climb" into the wood. Control the rate of cut.</u>
- When cutting thicker stock, make sure the blade clears the back, upper corner of the stock prior to cutting. A spacer block between the stock and fence may be necessary to ensure this. This is a special setup.
- Because it is hard to hold two or more pieces securely at the same time, cut only one piece at a time.
- Use the saw for rough crosscutting only and never for ripping.
- <u>Do not use the saw for cutting short lengths of stock; your hands could be drawn into the blade. Minimum length is 12".</u>
- Use extreme care in cutting warped stock since there is a tendency for the kerf to close and pinch the blade in this type of defect. To avoid this difficulty, make a partial cut, back the saw out of the cut, and start again. This process should be repeated as long as a tendency to bind is observed.
- <u>Let the blade reach full speed before making a cut.</u>
- Always return the saw to the rear of the support arm after completing a cut. Never remove stock from the table until the saw has been returned.
- xii. Any unusual noise or vibration should be brought to the immediate attention of the supervisor.

- n. l. Router Table
- xiii. It is recommended that the power cord be disconnected before installing or removing a router bit.
- xiv. Always make sure the fence on your router table is locked into position before each use. (MSS).
 - Always rout(should there be a "e" after this word?) <u>cut</u> in two or more passes when large amounts of stock are being removed. (MSS).
 - Move the workpiece in the proper direction. If only one side of the bit is being used, move the work against cutter rotation. If the bit is cutting on both sides, feed the work so that the bit pushes the work towards the fence. (when applicable).
 - <u>Use slower router speeds for longer bits. This is especially important at the router table, since large bits are more likely to be used here.</u>
 - Use the throat plate that leaves the smallest opening around the router bit.
- xv. When routing small or narrow pieces, use a backer board and/or a push stick to ensure proper support, along with a fence with a small or no opening.
- xvi. Never bottom out the bit in the collet. Allow 1/8" clearance between the bottom of the router bit and the bottom of the collet.

m. Air Staplers and Nailers

<u>Pneumatic nail guns and staplers are compressed-air-operated devices used to drive</u> nails or staples quickly and efficiently.

- xvii. Must have proper air pressure to prevent equipment damage.
- xviii. See the Supervisor to validate the correct pressure.
 - Never point an air stapler or nailer at anyone. <u>Safety glasses must be worn when</u> <u>operating a nail gun or stapler.</u>
 - Always point the nail gun or stapler away from any person or body parts.
 - Except when ready to actuate the nail gun or stapler, keep your finger off the trigger.
 - Always disconnect the air supply when loading or unloading the magazine, or when making adjustments.
 - Ensure the nose guard is working properly, and if it is not, report the problem to the supervisor.
 - When operating the nail gun or stapler, make sure your hand or other body parts are not in front of or to the side of the fastener's path. Nails have been especially known to hit hard objects, like knots or difficult grain, and shoot out the side of a workpiece.
 - <u>Use extra caution when driving a fastener close to an edge to prevent the fastener from splitting the work, flying away, or hitting your hand.</u>
 - Do not attempt to angle a nail or staple into the work surface more than about 10°; more than that may cause the fastener to ricochet off the work.
 - Pull the trigger lightly. A heavy pull may result in the gun driving two nails.
 - 1. Before loading or unloading nails into the magazine, make sure the magazine is completely empty, then load the fasteners. Failure to do so may result in misfire, damage to the tool, or a fastener too long for the job.
 - 13. <u>Volunteer Ssupervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. <u>Volunteer Ssupervisors also have the authority to enforce the shop rules and regulations.</u></u>

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.