

CAMD Makerspaces

RYDER MAKERSPACE | CREATIVE TECHNOLOGIES LAB | CNC LAB | LASER LAB

Conduct Agreement

Terms of Use:

Access and use of tools and equipment in the CAMD Makerspaces is a privilege granted to CAMD majors, CAMD faculty, or students enrolled in CAMD courses. Access to these facilities is not automatic or assumed; it is granted after successful completion of orientations and/or required safety trainings as well as an acknowledgement of this Conduct Agreement. Access and privileges may be changed or revoked at any point to preserve a safe, productive, and positive working environment, pending conditions listed below:

- All students wishing to conduct work in the CAMD Makerspaces will complete the required training(s) in person, and have all documentation on file within the Maker Space office. Students may only use equipment on which they have completed training. Prior experience does not qualify a student to use equipment in studios or makerspaces.
- Students will conduct themselves in a professional manner at all times and respect the management and supervision of the student monitors, faculty, and Maker Space staff.
- Students under the influence of alcohol, or physical or consciousness altering drugs, may not enter the studios, labs, or workshops. Smoking, including all e-cigarettes, is strictly prohibited.
- Students will respect the work, materials and work areas of fellow students. Students will not damage or degrade the materials or projects of other students or the facility itself.
- Students will remain good citizens and stewards to the workspace. Theft, vandalism, or violation of any University Policy, Local, State, or Federal Law is strictly prohibited and all infringements will be referred to the Office of Student Conduct and Conflict Resolution and/or NU Campus Police as appropriate.
- All CAMD tools and equipment will remain in their respective work spaces and will be accessible to students for use during all scheduled Makerspace work sessions only.
- Changes to the equipment, physical studio layout, or moving of furniture is not permitted without the consent of the Makerspace staff.
- Students must observe all safety and studio access regulations as established by CAMD and the Media Studios Organization. Examples include making the appropriate requests for studio access and training, not consuming food or drink within workspaces, and not using toxic, harmful, or inherently flammable materials or chemicals without proper instruction or disposal.
- Any and all incidents, including injuries and/or damage or theft to NU Makerspace property will be reported by Makerspace staff using the Incident Investigation Form. Students involved and/or potential witnesses agree to comply with Makerspace staff during investigations for informational purposes.

Reservations are required to guarantee access to all makerspaces.

Access SuperSaas calendars via the CAMD Tech Info Website:

web.northeastern.edu/techinfo/

SuperSaas Requirements:

- Must login using @northeastern.edu account.
- One appointment = 1 Timeslot = 60 minutes
- Maximum consecutive appointments = 3 (3 total hours)
- Students are limited to 8 appointments (8 total hours) per week.
- Student may book appointments up to 7 days in advance.

**SUBMIT
AGREEMENT
HERE:**



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Makerspace Rules

Safety:

- All tool use within the Makerspaces requires either an orientation or in-person training:
 - The use of basic power tools, as well as drilling, sawing, and sanding machines requires the completion of our Shop Safety 1 Training.
 - The use of the jointer, planer and tablesaw requires the completion of our Shop Safety 2 Training.
 - The use of the CNC Lab requires both Shop Safety 1 and the CNC Lab Training.
 - The use of laser cutters requires Laser Cutter Training.
 - The use of 3D printers requires 3D Printer Training.
 - The use of equipment in the Creative Tech Lab requires an Orientation to the space.
- No one is to work with power tools or heavy machinery alone.
- Wear eye protection at all times while operating shop machinery.
- Closed-toe shoes required. No sandals, flats, or high heels.
- Long hair must be tied up while working.
- Long jewelry, loose sleeves, chords, and scarves should be removed or tucked away to avoid entanglement. Scarves, if worn for religious purposes, should be tucked in well to avoid entanglement.
- Respirators and hearing protection highly recommended.
- Use of music headphones or earbuds is prohibited while operating machinery or equipment. Use earmuffs and ear plugs instead.
- Absolutely no food or drink in the shop.
- No pets in the shop, with the exception of service animals.
- Follow directions of the Makerspace Manager or student monitor at all times, especially in response to an incident.
- Be aware of others around you and maintain safe working distances. Do not crowd or distract others while operating machinery.
- Report unsafe situations immediately.

Tools:

- Only use tools that you have been officially trained to use and feel comfortable using.
- Be sure all tools are in good working order, with all guards and safety features in place.
- Use each tool as directed for intended purpose. Do not modify tools or remove guards to perform an operation.
- Never force a tool—if blades, bits, needles, etc. are damaged, ask for replacements and assistance.
- Tools are never to be removed from the Makerspaces. **We do not loan tools to students for outside use.**

Work:

- No used materials (palletwood, wet wood, or treated wood without prior permission).
- Always use clamps and fixtures to secure workpieces. Never “free-hand” any sawing, drilling, or sanding operation.
- Practice your operation on scrap material before performing final task.
- Be aware of kickback and other forces when using power tools.
- Operate machinery with dust collection and/or ventilation whenever possible.
- Do not direct compressed air at yourself or others.
- Return all tools and equipment to the correct location when finished (pegboard, tool cabinet, bins).
- Clean up after yourself and your operation. Clear all dust and debris from worktables, machines, and work areas with broom and vacuum.
- The production of weapons or weaponry using Makerspace resources is strictly prohibited.
- Report any damaged or non-functioning tools immediately to the monitor on duty.
- Be sure all student projects have been stored outside of the shop unless in the midst of assembly, in which case leave a note with contact information and a pickup time.

We support the work from all CAMD faculty and students, or students currently enrolled in CAMD courses.