

Soft Technologies Facilities Rules

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A4 - Sewing Lab

- **General Rules:**
 - Leave the lab cleaner than you found it
 - Return things to their correct location
- **Food & Drink:**
 - No wet, crumbly, messy food (no chips, sandwiches, soups, etc.)
 - No food at sewing machines
 - Covered drinks only
 - Get rid of wrappers and leftovers right away
 - *Be kind to surfaces, equipment, and others - or no food will be allowed*
- **Equipment:**
 - Only use the embroidery machines, overlock machine/serger, or industrial Juki if you have been trained to use them.
 - Update yourself by watching the Singer video on how to use the new sewing machines <https://bit.ly/singer-sewing-demo>
- **Sharps:**
 - Broken needles and pins should be disposed of in the red sharps box (not the trash)
 - If you see needles or pins laying around, return them to a magnetic pin cushion
- **Irons:**
 - Always turn off the iron when finished
 - Do not leave irons plugged if you leave the room
- **Material and Fabric Bins:**
 - Bin labels:
 - **“For General Student Use”** - any students can use these materials
 - Some boxes will have **specific class names** - these materials are only for students in that class and students not in that class should not go into that box
 - **“Instructors Only”** - these boxes are only for instructors
 - **Keep the fabric boxes well organized**
 - Go through the fabric boxes in an organized manner
 - Neatly go through the fabric in the boxes and neatly return fabric to the boxes
 - Take only what you need and neatly return what you don't use
 - **Ask for permission to use more than one yard of any of the fabrics**
- **Soft Sample Books:**
 - Must remain in the studio. They do not have legs or wings, and therefore cannot travel.
 - If they are taken down off the wall to be looked at - they must be returned when finished.
- **Tools and Supplies:**
 - If we are running low on any materials, supplies, or small tools - please let us know by writing the item down on the clipboard next to the peg board. The lab assistant will check this board and replenish the low item
- **Music:**
 - Be thoughtful of others when playing music on the speakers in the labs or studios.

A31 - the Dye Lab

- **General Rules:**

- Leave the dye lab cleaner than you found it
- **No Food or Drink**
- Return all tools to their designated homes
- If a supply is running low, write it on the clipboard near the peg board

A31 must be kept clean and dry. Using A31 and A4 labs without supervision is a privilege. If the rooms are not kept clean, you won't be able to use them unsupervised. We want you to be able to have access to these facilities unsupervised - so make sure they are kept clean!

- **Moisture Control and Cleanliness:**

- **Floor spills must be cleaned up immediately** (use mop, sponges or towels)
- **The top of the large table on wheels must not get wet**, ever
- Use the A31 cart to transport pots of water and dye to and from sinks
- Dirty towels go into the laundry bin; simply wet towels that are not dirty should air dry on the drying lines and be put away
- Wash pots and white bins thoroughly so there is NO dye residue left on them
- Dry large pots and white bins before returning them to their homes
- Small pots and utensils can be left on the drying rack to air dry

- **Student Work Left to Dry:**

- Dried projects will be taken down from the drying lines and put in the dried project bin
- Pick up your project from that bin or from the drying line

- **Sinks:**

- The sinks that can be used for disposal of liquids are: **janitor's closet, bathroom sinks**, and **future sink outside of the bathrooms**.
- Do NOT use the sink in A5 for anything textile related

- **Safety:**

- Wear a N95 mask when working with dye powders
- Do not use any equipment in the room that you have not been trained to use
- **Do not leave any hot plate unattended or plugged in after you are finished**
- **Plug only ONE hot plate into one outlet at a time.** The outlets are marked by colorful tape - only use one of the two pink, two blue, two green or two yellow outlets at a time. Also - do not plug in anything else into the same outlet color when using a hot plate. You will blow a circuit, the outlets in A31 will not work. If you trip a circuit call FMCS 412-268-2910 to let them know (they are the ones that fix it).