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.

- **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).