R_DC Fabrication Labs Strike Policy

The Richardson Design Center Fabrication Labs employ a Three Strike Policy. After three (3) strikes in any of the RDC Fabrication Labs, the lab user's access is revoked of all lab privileges for fifteen (15) weeks. If a lab user is found to have circumvented their revocation (removal of lab access), the lab user will incur an additional fifteen (15) week revocation consecutive to current lab standing at the time of the new offence. Strikes do not expire, however, lab users may remove strikes through community service in the RDC Fabrication Labs by coordinating time with the RDC Lab Supervisor, Paul Callahan. One (1) strike is removed after five (5) hours of community service. If a lab user has incurred revocation, one (1) hour of community service will expunge one (1) week of revocation.

If a lab user has paid a membership fee or was assessed a course fee towards the RDC Fabrication Labs, no refunds will be given due to revocation. The student, instructor, and Lab Supervisor will meet to discuss options of alternative spaces for fee for service from outside vendors. Additional costs for course completion are the responsibility of the student. Any student in current revocation enrolling in additional courses requiring RDC Fabrication Lab access is advised to utilize the community service opportunity to mitigate their revocation in preparation for the new course.

If RDC equipment is damaged as a result of lab user negligence and/or violation of policy, the lab user may be liable for equipment repair or replacement cost.

By initialing at each line item, I, _____ (print full name), understand that each are cause for one (1) strike. Line items regarded as (ES) are considered Egregious Strikes and count as three (3) strikes, resulting in immediate fifteen (15) week revocation. I understand the RDC Fabrication Labs' Three Strike Policy and my signature allows lab access due to that understanding.

RDC FABRICATION LAB STRIKE ACTIONS (violations of policy):

_____ 1. (ES – 3 strikes) Unapproved borrowing through the RDC Lab Supervisor, theft, or removal of tools and/or equipment belonging to the RDC Fabrication Labs.

_____ 2. (ES – 3 strikes) Reckless endangerment of myself and/or others within the space of the RDC Fabrication Labs.

_____ 3. (ES – 3 strikes) Accessing the RDC labs without supervision of my instructor or RDC Lab staff, or in a scenario outside of open lab hours

_____ 4. (ES – 3 strikes) Using a tool or machine for which you have not received training from the RDC Lab Staff.

_____ 5. Operating any tools, equipment, and/or materials in a fashion not demonstrated or approved through RDC training. (Violation of this strike action has the potential to be considered an Egregious Strike at the discretion of the RDC Lab Supervisor.)

_____ 6. Not monitoring equipment, while in operation, that requires constant supervision.

_____ 7. Not showing up for machine use during selected time slot.

_____ 8. Missing three (3) trainings in which I have signed up. (This strike also prevents the lab user from signing up for any additional trainings during the current semester.)

_____ 9. Not reporting an accident to RDC Lab Staff immediately. This includes, but is not limited to, injuries and lab equipment damage.

_____ 10. Not notifying RDC Lab Staff immediately if you observe a tool or machine is damaged/broken.

_____ 11. Trying to fix a broken/damaged tool or machine in any way without supervision.

_____ 12. Not using all necessary safety protection when operating tools or machines. This includes, but not limited to, eyewear, earplugs/muffs, leather gloves, welding hoods, jackets, dust masks, and respirators.

_____ 13. Not wearing nitrile gloves and respirator when handling oily or corrosive materials. This includes, but is not limited to, solvents, finishes, resin, and stains.

_____ 14. Not using a dusk mask or respirator during sanding/grinding operations.

_____ 15. Participating in any activity resulting in harmful fumes or airborne particulates taking place outside of the ventilation booth in the Metal Lab. This includes, but is not limited to, aerosol sprays such as adhesives and paint.

_____ 16. Having anything dangling/loose from your person when using tools or machines with turning parts. This includes, but is not limited to baggy fitting clothes, long hair, headphones, jewelry, long sleeves, or strings from sweatshirts.
_____ 17. Wearing open toe or open heel shoes.
_____ 18. Using earphones or headphones of any kind in the labs.
_____ 19. Allowing less than three (3) foot distance from anyone operating a machine, unless you are assisting in the operation.
_____ 20. Propping lab doors open without consent from the RDC Lab Supervisor.
_____ 21. Opening garage doors without consent of RDC Lab Staff; not closing and locking garage doors after use.
_____ 22. Bringing food or drink to unauthorized areas of the labs.
_____ 23. Leaving a mess in the labs, while working through a project or otherwise.
_____ 24. Cutting into any work table surface.
_____ 25. Not using newsprint or butcher paper under a glue-up.
_____ 26. Using recycled lumber that is not free of any/all debris before applying RDC tool use. This includes, but is not limited to, paint, nails, screws, and staples.
_____ 27. Bringing treated lumber into the labs at any time.

Please note that this policy is not all encompassing of actions that may result in strikes. Each strike given will be discussed between RDC Lab Staff and the lab user. A formal write up will be made of all violations and will include situational context, reflection, and preventative measures. Dependent on the severity and circumstance of any lab violation, the RDC reserves the right of immediate and indefinite revocation.

Your signature below is required before beginning work in the RDC Fabrication Labs. By signing, you agree to the following:

1. I was given a copy of RDC Fabrication Labs Strike Policy.
2. I understand all strike actions and will not violate any RDC Fabrication Labs' policies.
3. Upon third strike, my access to the RDC Fabrication Labs will be revoked for a period of fifteen (15) weeks.
4. I may mitigate incurred strikes and/or revocation through community service in the RDC Fabrication Labs.
5. I will not use any tool or machine for which I have not received documented training by RDC Lab Staff.
6. I will never access any of the RDC Fabrication Labs without supervision of my instructor or RDC Lab Staff.
7. I may be liable for equipment repair or replacement cost of any damaged equipment as a result of my negligence or violation of lab policy.
8. The Richardson Design Center is not responsible for lost, stolen, or damaged personal property.

Lab User Signature: _____ Date: _____

Required Information for RDC Fabrication Labs Access:

Full Printed Name (Make Legible): _____

EID (9 digits found at bottom right of CSU ID): _____

CSU Email Address: _____

Additional Information for Demographic Purposes:

Major: _____

Year in School: _____

Expected Graduation: _____