

# The Workbench Expectations

The Workbench is a collaborative space designed for engineering students to explore ideas, develop projects, and engage in hands-on learning. Located in Room 2028 SC, it is equipped with tools, general equipment, and CNC simulators to support a wide range of engineering activities. Each individual is the most important component of maintaining a safe and effective makerspace environment. Please be courteous and collaborative with other makers.

## Safety

- Safety is everyone's responsibility – if you see something unsafe, it is your responsibility as a maker to step in.
- Know locations of all first aid, fire, and safety equipment.
- Follow the safety guidelines and instructions for each tool and equipment in the makerspace.
- Do not fool around, startle, or distract anyone while tools are in use.
- **Workshop Monitor must be present** in the makerspace for any tools or equipment to be used — **no solo work is permitted.**
- Notify the Workshop Monitor immediately after any health or safety incident to ensure proper reporting.
- Have fun but be safe!

## In case of Emergency, Phone 911

- If someone is seriously injured in the Makerspace beyond what is manageable by simple first aid:
  1. Call 9-1-1 from any phone,
  2. Provide assistance to the injured party until the emergency response team arrives, and
  3. Immediately notify the Workshop Monitor and Michael Hillman at (319) 621-4156.

## Use equipment and tools as intended

- Use equipment and tools only as they were designed to be used (A wrench is NOT a hammer).
- Handle equipment and tools with care and skill. If you are not sure what you are doing, or have questions, ask.
- Equipment should not be mishandled or used in a way that can cause damage.
- Never use a broken tool.
- Report any broken tools, malfunctioning machines, or damages immediately via e-mail.
- to [enr-edf@uiowa.edu](mailto:enr-edf@uiowa.edu)
- Do NOT remove tools / equipment from the makerspace.
- Please be courteous and share equipment when others are waiting.

## Clean up

- Clean up every time you leave an area, including sweeping / mopping the floor (i.e., leave the space better than you found it).
- Return all tools and materials to their designated places.
- Keep the floor clean, dry, and free from trip hazards.
- Mop up spills immediately and put Wet Floor Sign out if they are wet enough to cause someone to slip.
- **Take your projects with you when you leave.**

## What Can I Make?

- The Makerspace is designed for students to make and build a variety of projects, we encourage the making of items for:
  - Coursework; including, but not limited to Intro to Engineering Problem Solving.
  - Engineering and university student team/group projects.
  - Personal projects and hobbies.
  - Research projects.
  - Entrepreneurial projects and prototypes.
- Use of the Makerspace to produce or make any of the following items is strictly prohibited:
  - Weapons of any kind,
  - Drug paraphernalia,
  - Commercial products or any items that will be sold, and/or
  - Items that violate university policies, applicable laws, or contribute to an unsafe, disruptive, or hostile environment for other users.

## Eligibility and Access

- The Workbench is reserved exclusively for engineering students. The room is secured 24/7 and requires card access for entry.
- Utilization Hours:  
**8:30 AM – 4:30 PM**, Monday through Friday.
- Access will be granted upon completion of required safety training and acknowledgment of usage expectations.
- Please respect time limits and reservations for shared resources (e.g., class office hours, workshops, etc.).

## Required Safety Training

- Before working in The Workbench (Room 2028 SC), students must complete the following:

### 1. Online ICON Safety Courses via

- Environmental Health and Safety:
  - Respirator Voluntary Use (W0500S)
  - Machine Guarding (W0510S)
  - Tool Safety (W1540S)
  - PPE Awareness for Non-Labs (W1560S)
  - Fire Extinguisher Safety Training (W1600S)

### 2. Hands-On Safety Orientation

- Students must attend a 20-minute in-person safety orientation that covers how to use tools like the laser cutter, saws, drills, and sanders.
- This session can be scheduled through The Workbench website: <http://www.engineering.uiowa.edu/edf/workbench/>