

Shop Monitor 101

Shop monitors report directly to the shop managers (Tim, Nate & Alyse) and are charged with maintaining the safety, security and cleanliness of the shop and assisting other students. Being a shop monitor is a great way to improve your model making and crafting skills, as well as a chance to meet other students within the School of Architecture. Each shift is about 5 hours long during weekday evenings, or 4 – 5 hour shifts that cover Saturday and Sunday. Each monitor will be assigned a shift that they will be responsible for covering for the semester. It is also their responsibility to find someone to cover their shift if for whatever reason they cannot make it. Here is a brief description of some of the tasks monitors can be expected to complete.

- 1. Safety** - Make sure anyone entering the shop is in the architecture program and is wearing appropriate attire. (Pants that cover lower legs, no scarves, long hair properly secured, closed toed shoes, no loose baggy clothing, must be in architecture program) Eye protection must be worn in the shop no matter how small the task, or if they are “just passing through.” Monitors are also responsible for making sure that all equipment is being operated in a way that is safe for the operator, as well as the machine, and that any materials that may pose a health risk are properly handled. (For example: wearing a respirator and gloves when working with resin in the spray booth.)
- 2. Security** - Ensure that all tools and shop equipment never leave the shop and are not being misused. Lock out, tag, and report any broken power tools or equipment to the shop managers for repair or replacement. Any tools that are locked out by default may only be used with direct supervision from a shop manager. The front and back doors must never be propped open.
- 3. Assistance** - Provide adequate assistance to anyone who needs help operating shop equipment, creating projects, or buying materials. Each shop monitor must be proficient with either the industrial laser cutter and/or the large mills. Monitors should be checking in on anyone operating the Laser or the Mills to ensure the safety of the students and the equipment.
- 4. Cleanliness** - An inherent part of providing assistance and maintaining a safe and effective workshop is cleanliness. If anyone creates a mess, it is your responsibility to make sure they clean up after themselves, or it becomes your responsibility to clean it before you leave. You will be expected to sweep the floors and take out the trash on a daily basis.