

# MAE Student Shop Use Guidelines

Please review the information below before coming to the student shop to work on your projects. You are welcome to stop by the shop during open hours to discuss questions with a TA. You may also inquire with the shop supervisor, Mike Braddock, at [mjb@ufl.edu](mailto:mjb@ufl.edu).

## Location & requirements for use:

- **The Student Shop is located in MAE-C 134 by the orange forklift**
- **Long pants, proper shoes, and eye protection** are required to enter the Student Shop
- Safety sheet(s) must be reviewed for the machine(s) you wish to use
- **Students must possess a proper sketch or drawing (can be NEATLY hand drawn or CAD generated) of the part to be made or modified that includes appropriate dimensions and tolerances;** without this no equipment shall be used
- **Shop capacity is limited to six students at one time (during busy times, wait in the hallway in an organized line and the TA will assist you in the order you arrived)**

## Available resources:

- drill press
- hand drill
- drill set (up to 1" capacity) (\*)
- hole saws (0.5" - 2.0" sizes in 1/4" increments) (\*)
- bandsaws (for cutting materials to length and contouring) (\*\*)
- hand files
- disc sander (metals ONLY, no wood or composites due to dust)
- milling machines (\*)
- engine lathe (\*)
- dial calipers, tape measures, carpenter's square

## What IS NOT available (i.e. please do not ask for the following):

- raw materials (\*\*\*)
- sandpaper (\*\*\*)
- fasteners (\*\*\*)
- adhesives (this includes tape, JB Weld, and Loctite) (\*\*\*)
- TA(s) to make your parts (\*\*\*\*)
- last minute hopes and dreams

## What is NOT allowed in the student shop:

- layout work (the shop is for manufacturing; please perform layout work elsewhere)
- work that produces excessive dust (this gets on machine guideways and every other surface in the shop, so it's not allowed); therefore the disc sander is for metals only, and no sanding on the milling machines and lathe is allowed in the student shop.
- use of equipment to PLANE MATERIALS DOWN TO SIZE, as it wastes much time and prevents others from working, so purchase materials which are the proper thickness, or pay a local cabinet shop to plane wood down to a particular thickness
- **casual talking with other students while operating a machine; stop the machine before talking**

(\*) Tooling provided for aluminum and other non-ferrous metals only. You must purchase your own tooling if ferrous metal cutting is needed. A list of suppliers can be found on the door of the shop.

(\*\*) Low carbon steels and steels that can be readily filed by hand

(\*\*\*) Buy what you need from a local store like Lowes or Home Depot, or order it from a common supplier like [McMaster-Carr](#) or [MSC Industrial Supply](#).

(\*\*\*\*) TA(s) have a list of local machine shops for your convenience, we are glad to help if you have questions but need to be attentive to the entire shop and are not responsible for your parts completion.

**Note about hours of operation & time management:**

- The student shop is open for approximately 20 hours each week classes are in session; it is not open during the first week of the semester, on weekends, holidays or reading days.
- If you have not completed machine training a TA(s) are not responsible for training at the time you enter the student shop, machining training will be conducted in groups of three and you will be required to sign up and wait to be emailed concerning an appropriate time.
- Our shop staff will gladly assist students who begin their projects early. Students who procrastinate will be given low priority and the shop hours will not be extended to accommodate poor time management.
- During busy times students may be granted shorter time blocks to allow equal access.
- Students who rush to complete work, fail to clean up properly, break safety protocols, or exhibit poor attitudes towards the TA(s) will lose shop privileges.