

**OPERATING RULES  
Clubhouse 4 Glass Shop**



A. Clubhouse Four General Operating Rules

1. Everyone must sign in on entering to use the Clubhouse Four workshops.
2. Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse Four Office. New waiver forms must be signed each calendar year.
3. Use of hobby/craft shops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. Non-resident students are allowed in the room only 15 minutes before posted start time of class, if a volunteer supervisor is present. If the instructor is absent non-resident students must leave the facility. Non-Resident students must vacate the class rooms at posted end time of class.
4. Guests of residents are not allowed to use the Clubhouse Four hobby/craft shops. Use implies sitting, participating, or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
5. Residents working in the Ceramics Studio during an Emeritus College class must obtain permission from the Instructor to use the room during class time and must sign a Saddleback College Waiver of Liability form; must not ask the instructor for assistance; must give up his/her work space in the main studio area if the scheduled class needs the space. Residents may instead work in the small classroom.
6. Hobby/craft shops are required to have a Volunteer Supervisor present at all times during open hours. Shops will remain closed unless a Volunteer Supervisor is on duty.
7. Volunteer Supervisors have the authority to enforce all policies and operating rules. Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
8. The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four Supervisor.
9. Rules specific to each hobby/craft workshop are always available in each shop.
10. Only authorized personnel designated by the Recreation Division may fire the kilns in the Kiln Room.
11. No craftwork may be done outside of the applicable shops or their specially designated work space...
  - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation. Along with stone cutting/sculpting/sanding

they must be done in their designated areas in the patio outside the kilnroom.

- b. Outside grinding area behind the kiln room
  - c. Metal cutting, sanding and grinding are permitted only in the metal areas within the Machinshop/ Woodshop.
  - d. Painting wood and metal projects must be done in the Paint Room in the rear of the Woodshop.
12. Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
  13. All shop equipment must be returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
  14. No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
  15. In case of injury or illness, call the Paramedics at 911 or 9-911 from the office telephone. Notify security immediately 949-580-1400
  16. In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.
  17. Member can't be under the influence of Alcohol/ Medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms.

#### B. Glass Shop Safety Guidelines

1. A Shop Supervisor must verify the completion of your training before you may operate any equipment in the Glass Shop, no exceptions.
2. Uncertified residents may sign up for certification classes as needed, contact the Glass shop Head Supervisor.
3. Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered toe footwear is required.
4. Wearing eye protection that complies with ANSI Z87.1 must be worn and will be available from the Glass Shop Supervisor in the form of a full face shield, eye goggles, or safety glasses. Also, use face shields or dust masks when cutting operations are dusty. Everyday eye glasses only have impact resistant lenses; they are not safety glasses.
5. Never leave any tool running unattended; turn power off.

6. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also have the authority to enforce the shop rules and regulations.
7. The equipment in the Glass Shop is to be operated with the following manufacturer's safety standards (MSS):
  - a. Ring Saws
    1. To prevent blade damage all ring saws must be operated with water in their reservoirs. This is done by filling to the watermark on the reservoir or turning on the main water supply.
    2. (MSS) Never start a saw with the blade engaged in the work piece.
    3. Never force the work through the blade, let the diamonds cut the work, no pushing
    4. Cutting metals of any sort can only be done in the Machine shop.
  - b. Grinders
    1. Must have proper water levels before applying power.
    2. Grinding metals of any sort can only be done in the Machine Shop.
  - c. Kilns
    1. (MSS) Always wear heat resistant gloves when working with any hot kiln.
    2. Always check the temperature, even if the kiln is not on. Always assume the kiln is hot.
    3. Saddleback kilns (Skutt) are to be operated only by the Saddleback Instructor. See the Shop Supervisor if you have any questions.
    5. The evenheat kiln is used only on a non-interference basis with the Saddleback kilns (skutts). If the evenheat kiln is not powered on verify it is connected to the wall plug. Power for this kiln is shared and must be verified before disconnecting any other kiln. Have the Glass Shop Supervisor verify power before proceeding.
      - a. Verify that the glass recipe is properly loaded into the controller before proceeding.
      - b. Load the kiln only with shelves that have an adequate application of kiln wash.
      - c. Load the kiln with your project glass.
      - d. Start the recipe program.

- e. All glass must be annealed and removed before the start of the next Saddleback fusing class.
6. The project kiln requires multiple power sources. See the Shop Supervisor to properly configure the power before proceeding.
- a. Verify the glass recipe is properly loaded into the Paragon controller before proceeding.
  - b. Manual kilns with temperature dials must be monitored at all times.
  - c. Load the kiln only with shelves that have an adequate application of kiln wash.
  - d. Load the kiln with your project glass

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.