

**OPERATING RULES
Clubhouse 4 Glass Shop**



A. General

1. Residents and guests must sign in upon arrival at the facility.
2. If no volunteer supervisor is present, approach the lapidary volunteer supervisor to ask if they are comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
4. Uncertified residents may sign up for certification classes/instructions as needed; contact the glass shop head volunteer supervisor.
5. Cutting tempered glass in the glass shop is not permitted.
6. Maximum cutting size for glass sheets is 24" x 24".
7. Clean equipment, work benches and chairs after use. Use the vacuum located in the shop to ensure all glass particles are removed.
8. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
10. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
11. In case of injury or illness, call 911 and notify Security personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

B. Safety

1. Loose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is not permitted. Nonslip, closed-toe shoes are required. Secure long hair in a ponytail.
2. Wear ANSI Z87.1-compliant eye protection; supplies are available from the glass shop supervisor in the form of a full-face shield, eye goggles or safety glasses. Use face shields or dust masks when cutting operations that are dusty.
3. Never leave any equipment running unattended; turn power off before stepping away from the equipment.
4. Operate glass shop equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
5. Refer to the studio/workshop procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24" flat lap and/or material handling.

C. Cutting Glass

1. Ensure the cutter is aligned with the ruler center while using the plastic grid cutting table. Do not run the cutter over the grid; it dulls the blade.

2. Vacuum the cutting board after each use.

D. Ring Saws

1. Proper training on these delicate saws is required.

E. Kilns

1. A volunteer supervisor must be present when using a kiln. List the resident's name and phone number for any kiln operated by a resident. Use calendar on the clipboard next to the kiln.

- a. Choose a kiln that is size appropriate to the piece to be fired.

- b. Project kilns require multiple power sources.

- c. Residents must include their name and phone number on the calendar assigned to the kiln they are using.

- d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.

F. Molds

1. Resident molds cannot be used during Saddleback Emeritus classes.

G. Covington 24" flat lap

1. Inform supervisor on duty to use the machine.

H. Emeritus Students

1. Students may not enter the room without a volunteer supervisor present.

2. Nonresident students may enter the studio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.

3. Students may enter the studio only during actual class times of the specific class(es) in which they are enrolled.

4. Serial production is not permitted (no more than three pieces of the same kind).

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.