

Carpentry Workshop Instructions and Safety Rules

Instructions:

1. Eligibility: Submit the application form to Ass. Prof. Ying-Chih Lai (Office: 5854), or Ass. Prof. Szu-I Yeh (Office: 5863A). Please read the instructions and safety rules thoroughly. The eligible applicants of the capstone project classes have to be a group (of students). The eligible applicant can register it for 1 academic year and needs to submit the application form from August 1 every year.
2. Online sign-up: The eligible applicant must register for the use of time online and get the access card from a technician, or a professor who is in charge. Registration at will is strictly forbidden.
3. Time slots for registration: Regarding the safety and the good use of space, 1 group is required to register 1 working-table; 5 groups at maximum are acceptable to share a slot at the same time. It is compulsory to every eligible applicant to follow the **Safety Rules** in the Carpentry Workshop.
4. Time limits: Except the students in the capstone classes and the UAV team regular hours, a group on the list is allowed to register for 3 times (12 hours in total hours) at maximum. Registration separately from the students in the same group is not acceptable; it will be regarded as a violation of the rules when found it.
5. Special requirements: Please submit the application form to a professor who is in charge if you have a special need.
6. For violators: the eligibility of applicant will be suspended for 2 weeks for the first time and 1 month for the second time temporarily if one violates the rules aforementioned. Moreover, the applicant (a group of students) will be disqualified if violating the rules aforementioned for three times.

For registration, please refer to Ass. Prof. Ying-Chih Lai (yingclai@mail.ncku.edu.tw), or Ass. Prof. Szu-I Yeh (siyeh@mail.ncku.edu.tw).

Please refer to Mr. Wu (Rm.5895), or Mr. Lee (Rm.5908), if you have any question regarding the use of machines and tools in the Carpentry Workshop.

Safety Rules

01. Replace the tools. Any tool must not be taken out of the Carpentry Workshop; however, you could refer to Mr. Hou, the technician, if you have a special need.
02. Do not litter! It is compulsory to keep the Carpentry Workshop neat and tidy. The sawdust and remains of woods, the removal of the adhesive materials is required, must be collected in certain place.
03. It is required to have a tag with sufficient personal information of the holder on a semi-finished product, and notify the manager. It is strictly forbidden to move or spoil a semi-finished product belonging to others.
04. It is the top priority to clear the corridors. Personal belongings must not be left and piled up in the corridors for more than 1 day, or those will be disposed.
05. For your own safety, one should not operate machines alone at night in the Carpentry Workshop.
06. When working, one must keep the Carpentry Workshop well ventilated.
07. Playing around, making noise, drinking and eating, smoking and having an open-fire are strictly prohibited.
08. One is strictly prohibited from depositing hazardous, easily inflammable and explosive substances in the Carpentry Workshop.
09. Pets and animals are not allowed in the factory.
10. Turn off all machines and lock up the doors of the Carpentry Workshop when one leaves.
11. The technician must be informed when a machine, or a tool, is mal-functioned.
12. It is required to apply for using wire saws and other machines tagged with hazardous materials. If using without permission, the applicant will be disqualified.
13. If necessary, one may be granted to keep personal belongings in the Carpentry Workshop temporarily after giving a reasonable excuse to a professor in charge, and it is required to have a tag on those belongings with sufficient personal information of the holder. Do not use the tools and materials of others without permission.
14. Do not use the Carpentry Workshop to do anything except for course works or researches.
- 15. The applicant who violates the regulations aforementioned will be given a warning, suspension, or a prohibition on using the tools and machines in the Carpentry Workshop in accordance with circumstances.**