



This document is for faculty, coordinators, and student groups who have large project needs that include the woodshop. Directed mainly towards the faculty, this document is also a guide for student projects that require more involvement of the woodshop spaces and the staff therein.

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## Initial Project Consultation

Set up a time that we can talk about your job at least three (3) weeks before you plan to come into the shop. This planning meeting should include the professor or one or two students, preferably the students who will act as project leads. This allows us to understand what your project is, plan for CNC or shop usage if needed, and answer any questions you may have about the process.

If you are a coordinator planning for multiple sections of a class using the Woodshop, we ask that you set up a time with us within the first two (2) weeks of the semester at the latest. These projects usually require us closing the shop to other students during class times, presenting demos during those times, and result in special supervision requirements due to increased head count in the lab. We schedule the shop early because reserving the space will shift the times other classes and students can use the shop. We have to give the college a heads-up for shop closures as early as possible.

As mentioned previously, this consultation is to review what your project is to help us facilitate the success of the students. During this consultation, we want to go over a few topics that may include:

- x Material
  - o What materials you are looking to use for your project
  - o Do you want recommendations from the lab staff?
  - o Who is purchasing the materials for the project (grant, department, student)?
  - o Where the material will be stored?
  - o When will the materials be in the shop?
- x Timing
  - o

- x Demonstrations for Projects
  - o Do you need

## Long Run CNC Jobs

For standard CNC operating procedures, please see the CoACM Woodshop page or [follow the CNC Procedure](#)

Once you have talked with us about your project and found that CNC is the best tool to move forward, we can start with setting up a time for your group to come in and do an initial file review.

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