

Brooklyn Metal Works

Student Guidelines & Studio Policies

Welcome to Brooklyn Metal Works! We would like for your class experience to be as rewarding as possible. Please take some time to go over the information below before you begin working. If you have any questions, please ask your teacher or contact the BKMW team.

- **Students are required to follow all safety protocols and guidelines.** Safety glasses and closed toe shoes are required while working. Long hair must be tied back when working in the studio.
- **If you don't know how to use something - don't use it!** It is always okay to inquire if you have ANY questions.
- **Please leave all working areas cleaner than you found them.** The last 15 minutes of class and open studio time should be used to gather tools and clean up working areas. This is a communal studio and its cleanliness depends on everyone doing their part.
- **Make sure to return all tools before leaving.** These tools are for everyone to use while in the studio and may never be borrowed, stored in lockers or benches, or taken off the premises for ANY reason.
- Tool color codes: **Red** - general studio use; **Purple** - educational (class time use only, stored separately) **Orange** - instructors (do not borrow, teacher use only!) **Grey** - steel.
- **There should be absolutely no eating in the studio!** This isn't healthy for you and we want to keep the studio clean. Eating is permitted in the gallery area only. The rubbish bin for food waste is located in the kitchenette.
- **Conserve resources as much as possible.** Use shop towels instead of paper towels to dry metal. City recycling bins are available for paper, plastic, and steel/aluminum/tin .
- **IMPORTANT - Place fine metal scrap in the scrap bin, and metal particulate in the metal recycling bin (this includes spent sandpaper, used polishing buffs, bench sweeps, floor sweeps, etc.) Do not confuse this with the city recycling bins!**
- **If you should become injured while working please report the incident to your teacher or shop monitor immediately.** Your safety is our priority!
- **If a tool should happen to break or if a piece of equipment is not working properly please bring it to our attention immediately.** If a supply is low you may also leave a note on the Tool Talk sheet. This will help to ensure the safest working conditions possible for everyone in the studio.