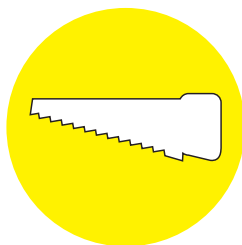


GENERAL SHOP TIER 1



THE MAKING CENTER MANUALS



SHOEMAKING STUDIO / CERAMICS & WET SHOP
/ PRINTMAKING STUDIO AND BOOK ARTS /
PHYSICAL COMPUTING / CNC/MACHINE SHOP /
WEAVING & DYE LAB / L2 KNIT LAB / OPEN WORK
SPACE / 3D PRINTING LAB / COMMUNICATION
DESIGN STUDIO / **N2 GENERAL SHOP** / DIGITAL
PHOTO LABS / PHOTO STUDIOS / DARKROOM /
DURST PHOTO PRINTER / EQUIPMENT RESOURCE
CENTER (ERC) / STILL PICTURE & MOTION
CAPTURE STUDIO / CNC SHOP / LASER CUTTING
LAB / E4 METAL SHOP / E4 WOOD SHOP / OPEN
WORK SPACE / LIGHT + ENERGY LAB / SEWING
CONSTRUCTION OPEN STUDIOS / SPECIALTY

THE NEW SCHOOL

PARSONS

Parsons School of Design enables students to develop the knowledge and skills they need to succeed in a rapidly changing society. Students collaborate with peers throughout The New School, industry partners, and communities around the world and in New York City, a global center of art, design, and business.

PARSONS MAKING CENTER

Access to the wide range of tools, processes and materials that are available in the Making Center is an important part of the Parsons student experience and critical to a path of creative growth. Our goal is to provide this access to all students, regardless of major.

<http://resources.parsons.edu/>

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WELCOME TO THE MAKING CENTER

The Making Center is made up of more than 30 distinct shops, studios, labs, and work spaces housed throughout The New School campus. These facilities are equipped to support a wide range of creative fabrication and design processes. Each space is staffed by Technicians who are experts in their fields of making. They facilitate a safe, collaborative, and inclusive environment in which to realize your concepts and develop responsible working practices. Before making plans to use a shop, always check The Making Center website for specific orientations that you may need to complete before using each space. This Manual offers you shop specific policies and and resources for the N2 General Shop. Always refer to each shop's manual for its specific requirements and rules.

www.resources.parsons.edu

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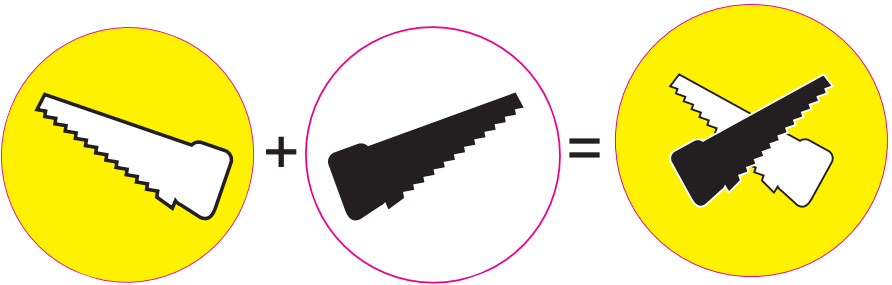
To be placed on your ID after completing Tier 1 Orientation

TIER 2 UPGRADE STICKER:

To be placed ontop of the Tier 1 Sticker on your ID after completing Tier 2 Orientation

TIER 1 + 2 STICKERS:

Having completed both Tier 1 + Tier 2 your ID will have this!



THE N2 GENERAL SHOP

WELCOME TO THE SHOP

Welcome! The N2 General Shop is the multi-process shop on campus. It supports the Parsons freshman year foundation curriculum, and is open to the entire New School community. This shop is equipped with woodworking tools as well as some tools for working with metal, foam, and plastics.

Shop Website:

<http://resources.parsons.edu/labs/general-shop/>

THE TIERED ORIENTATION STRUCTURE

There are **TWO ORIENTATIONS** provided by The Making Center that approve you to operate certain machinery in both the **N2 GENERAL SHOP** and the **E4 WOODSHOP**. These orientations are broken down into TIERS. When you complete the Tier 1 Orientation you are approved to use the tools covered in the Tier 1 Orientation in both shops. When you complete the Tier 2 Orientation you are approved to use the tools covered in the Tier 2 Orientation in both shops (we highly recommend you take the Tier 2 Orientation before using the E4 Woodshop). **YOU MUST COMPLETE THE TIER 1 ORIENTATION IN ORDER TO BE ELIGIBLE TO TAKE THE TIER 2 ORIENTATION.**

TIER 1: Drills, Bandsaws, Sanders

TIER 2: Panel Saw, Miter Saw, Table Saw

TIER 1 OVERVIEW

This Manual is a companion to the TIER 1 ORIENTATION. It contains the policies and safety procedures for the N2 GENERAL SHOP, and it includes operational reminders and tips about the machines covered in the Tier 1 Tool Orientation.

Once you have completed this orientation your information will be added to our database and you will receive an orientation sticker to be placed on your New School ID. You must always bring your ID with when you come to work in the shop.

A QUICK TIP: All Making Center Spaces have unique orientations. Plan ahead for the semester and complete the orientations for the shops and tools you will need.

SHOP ACCESS

N2 SHOP HOURS

Monday – Friday

9:00am–10:00pm*
Clean Up: 9:30pm*

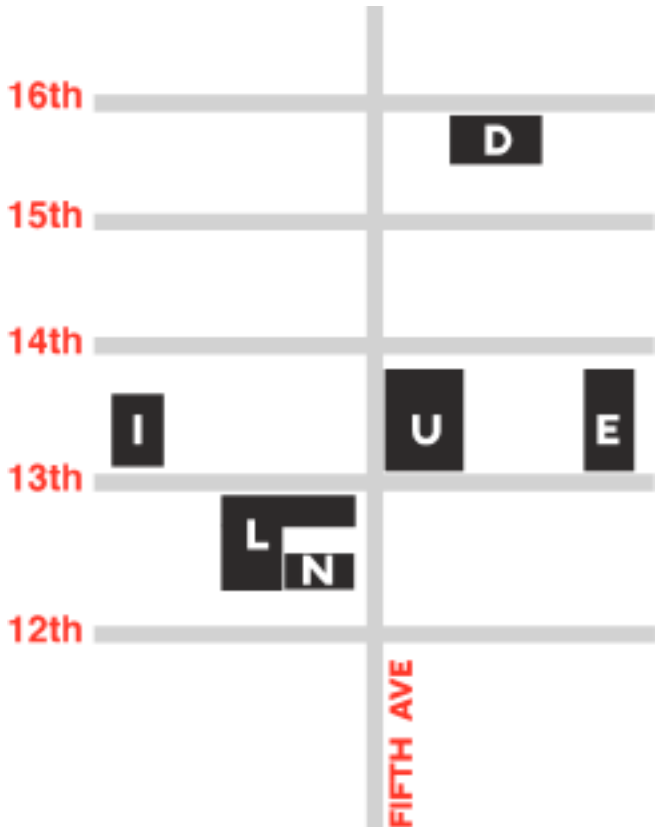
Saturday & Sunday

11:00am – 7:00pm*
Clean Up: 6:30pm*

*Hours may change throughout the semester, and for holidays, summer, and winter seasons. Always check the shop door or website for open hour updates.

<http://resources.parsons.edu/labs/general-shop/>

*30 minutes before the shop closes, and midway through the day you must stop work and begin to clean up. Don't forget to factor clean up into your work schedule.



N2 GENERAL SHOP LOCATION

The N2 General Shop is in the N building on the second floor, which is located at 66 5th Ave. It is accessible through either the N building entrance or the L building entrance.

MAKING CENTER LOCATIONS

I BUILDING

9th Floor: Equipment Center

N BUILDING

Lower Level: Still Picture & Motion Capture Studio, ERC / 2nd Floor: Open Work Space, Tool Checkout, General Shop, 3D Printing Lab / 3rd, 4th, and 5th Floor: Photo

L BUILDING

Lower Level: Ceramics & Wet Shop, Printmaking Studio and Book Arts / 2nd Floor: Open Work Space, Knit Lab, Physical Computing / 3rd Floor: CNC/Machine Shop, Material Store / 9th Floor: Weaving and Dye Lab / 10th Floor: Design Lab

U BUILDING

5th Floor: Specialty Sewing Lab, Machine Knitting Studios, Shoe-making Studio / 5th and 6th Floor: Sewing Construction Open Studios

E BUILDING

2nd Floor: CNC Shop / 3rd Floor: Light + Energy Lab / 4th Floor: Laser Cutting Lab, E4 Metal Shop, E4 Wood Shop, Open Work Space, Material Store

D BUILDING

6th Floor: Innovation Center / 12th Floor: Design Technology Lab

Arnhold Hall
55 W 13th St

Sheila C. Johnson Design Center
66 Fifth Ave

2 W 13th St

University
Center
63 Fifth Ave

Parsons East
Building
25 E 13th St

Albert and Vera List
Academic Center
6 E 16th St

I

N

L

U

E

D

CHECKING INTO THE SHOP

1. Give your New School ID to the Technician or Student Worker on duty located at the desk outside the shop. If no one is at the desk, wait. **DO NOT ENTER THE SHOP WITHOUT CHECKING IN.**
2. The Tech will make sure you have the appropriate orientation sticker on your ID to use the shop. They will also check for appropriate shop attire.
3. Once approved for entry you will be given a shop tag that will attach to your person. You will keep this tag on you while working in the shop. The Tech will keep your ID.
4. When you are done working in the shop you **MUST** return the tag to checkout of the shop. Your New School ID will be returned once the checkout has been completed.
5. **YOU MUST CHECK OUT OF THE SHOP IF YOU ARE LEAVING IT FOR ANY REASON BESIDES CHECKING OUT TOOLS FROM TOOL CHECKOUT.**

SHOP CAPACITY

THE N2 GENERAL SHOP MAX CAPACITY IS 9 PEOPLE. If the shop is full you will wait outside until a space becomes available. There are no reservations or appointments. Make sure to plan extra time into your schedule in case the shop is busy.

#1 RULE

Always ask a Technician for help if you are ever unsure of how to use a machine safely. If something feels unsafe, it probably is. The tech on duty will help you find a safer way. Even if you are sure, check in. Say Hi.

ROLE OF THE SHOP TECHNICIAN

The Making Center Technicians oversee the day-to-day operations of Making Center facilities and equipment. This includes facilitating a safe working environment for students, faculty and staff, as well as maintaining and repairing tools and equipment. Technicians are both experts in their fields of making, as well as stewards of all that inhabit the shop: machines, tools, and people. It is important to remember that when you are working in the shop, you must always listen to the tech on duty and abide by their instructions. Everyone: students, staff, and faculty must respect the rules and policies of the shop.

Shop Technicians are glad to work with you, but they are not here to make your projects or operate machines for you. Always plan ahead and have the appropriate orientations completed for the equipment you need to use. It is your responsibility to come to the shop prepared, having planned your work ahead of time. However, if you ever feel uncomfortable with a machine operation, do not attempt to use it unsupervised. You can ALWAYS reach out to the Tech on duty for support and assistance.

EMERGENCY PROTOCOL

IF THERE IS AN EMERGENCY OR ACCIDENT, NOTIFY THE TECHNICIAN ON DUTY IMMEDIATELY. All of the Making Center technicians are trained to recognize injuries and are obligated to follow a university-wide protocol in providing first-response help.

Even if it is a minor accident, notify a technician. You may not refuse the help or assistance from the Making Center staff. Every Making Center shop and lab is equipped with a first-aid kit to treat minor injuries.

Do not feel ashamed, embarrassed, or feel as though you will be reprimanded for getting hurt. You will never get in trouble for getting hurt, all technicians want to make sure you are safe.

For additional assistance or steps in between a hospital visit and a bandaid, you may want to visit the New School Health Service. This resource is not only great for physical health, but mental health as well.

Student Health Services /// Medical Services
80 Fifth Ave, 3rd floor NY, NY 10011
212.229.1671 option 2
M-TH 9:00 - 5:00 / F 10:00 - 5:00

Student Health Services /// Counseling Services
Phone: 212.229.1671, option 1

SAFE SPACE

The New School Making Center does not condone or tolerate harassment of any kind. If a person or persons are harassing you or making you feel uncomfortable, notify a Technician or Security.

All members of The New School Staff are responsible for maintaining principles of fairness, civility, and tolerance of diversity in dealings with others. Please abide by the Student Code of Conduct.

DRESSING SAFELY FOR THE SHOP

Dressing appropriately for working in the shop is a major part of staying safe. Loose clothing and dangling objects such as jewelry and headphones can be a major safety hazard and can put you at great risk of injury while using woodworking machines. Here are the basic guidelines of safe attire for the woodshop:

HEAD

ALWAYS put your hair up if it is long enough to go up.

ALWAYS tuck in or take off dangling jewelry or hoodie ties.

NEVER wear earphones/earbuds or drape them around your neck.

TORSO

ALWAYS wear something comfortable to work in.

ALWAYS take off large jackets and sweaters.

ALWAYS roll up loose sleeves.

NEVER wear anything so loose or baggy that it might get caught in a machine while you are using it.

HANDS

ALWAYS remove rings and bracelets before using machinery.

NEVER wear gloves while using machinery.

LEGS

ALWAYS wear something comfortable to work in (shorts, pants, leggings, form fitting bottoms are OK).

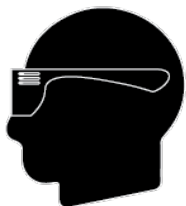
NEVER wear loose or flowy skirts/pants/dresses that could get caught in machinery.

FEET

ALWAYS wear closed toed shoes (any kind OK as long as they have treading and you are steady on your feet in them).

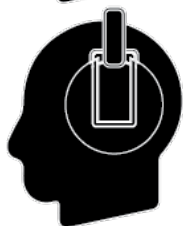
PERSONAL PROTECTIVE EQUIPMENT (PPE)

We offer a variety of **Personal Protective Equipment (PPE)** for you while you are in the N2 GENERAL SHOP. Some are requirements for being in the shop at all, some are highly recommended, and some are required for specific machinery. These include eye, ear, and respiratory protection while you are working with particulate matter.



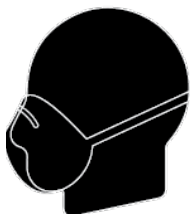
EYES

You **MUST ALWAYS** wear safety glasses (prescription glasses don't count. Wear safety glasses over them).



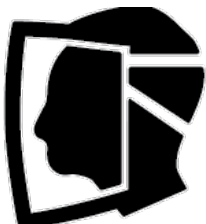
EARS

It is **HIGHLY RECOMMENDED** to wear ear plugs or ear muffs at all times in the shop (especially when loud equipment is in use).



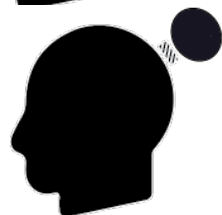
MOUTH

It is **HIGHLY RECOMMENDED** to wear dust masks when dust is being generated by you or anyone else in the shop.



FACE

Face shields are required in addition to safety glasses on specific machines



HAIR

Hair ties are provided if you do not have your own and your hair is long enough to go up. Remember: if your hair is long enough to go up, it needs to be up at all times while you are in the shop.

SAFE WORKING MINDSET

ALWAYS be alert, well rested, and focused. Only use machines when you are feeling 100% alert.

ALWAYS take breaks to eat, hydrate, and rest during work sessions.

NEVER use shop or machinery while excessively tired, or if you have not slept for 24 hours.

NEVER use machines hungover, or under the influence of drugs or alcohol. This includes prescription medications with heavy equipment warnings.

Students found in violation of the Alcoholic Beverage and Illegal Drugs Policy will be subject to sanction under the Student Code of Conduct. Students found or suspected of operating machine equipment under the influence of illegal substances or alcohol will be asked to vacate the facility and will be subject to university disciplinary procedures.

SHOP ETIQUETTE

ALWAYS come prepared. Plan your project, bring drawings, know your order of operations.

ALWAYS be aware of your surroundings and make sure that what you are doing isn't putting anyone else in harms way.

ALWAYS let a Technician know right away if you see something dangerous or concerning.

ALWAYS respect the Technician and their instructions.

ALWAYS ask a Technician for help if you feel you need it.

ALWAYS clean up after yourself and put away tools.

ALWAYS Respect MAX capacity rules of the shop and plan more time for your work than you think you need.

ALWAYS Always check the shop door or the shop website for updates on open hours and shop closures.

NEVER bring food or drink into the shop.

NEVER wait until last minute to complete your assignments.

MACHINE ETIQUETTE

ONE STUDENT IS ALLOWED ON A MACHINE AT A TIME. Do not form a line behind a machine if it is unavailable: keep your distance and return to the machine when it is free.

INSPECT YOUR SETUP. Take every necessary step to prepare for an accurate and safe process.

STAY FOCUSED ON YOUR PROJECT. Do not engage in conversation while using machines or tools.

NEVER WALK AWAY FROM A MACHINE WHILE IT IS STILL RUNNING. Once turning off a machine, wait until it comes to a complete stop.

TELL A TECH IF YOU SUSPECT A MACHINE IS BROKEN, OUT OF ALIGNMENT, OR IF IT IS MAKING A FUNNY NOISE. You will not get in trouble if a machine breaks.

CLEANLINESS **CLEAN UP AFTER YOURSELF.** A clean shop is a safe shop.

Clean as you go. Vacuum and sweep any machine or surface you use, as well as the floor, before moving on to your next step.

Never leave paint, oil, wood finish or glue on the tabletops. Make sure to protect all table surfaces from paint or any other messy material with craft paper or scrap material.

Failure to clean up will result in a warning from a Technician. Repeated instances of not leaving your work space clean will be reported.

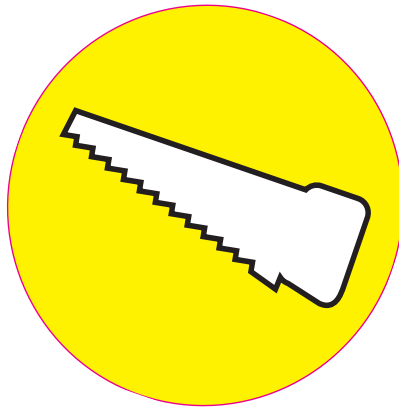
Return all tools to their homes and take all of your materials with you when you are done working.

DUST COLLECTION

Most of the shop's machines are hooked up to a central dust collection. Before using a machine make sure that the dust collection is on, and that the duct gate to the machine is open.

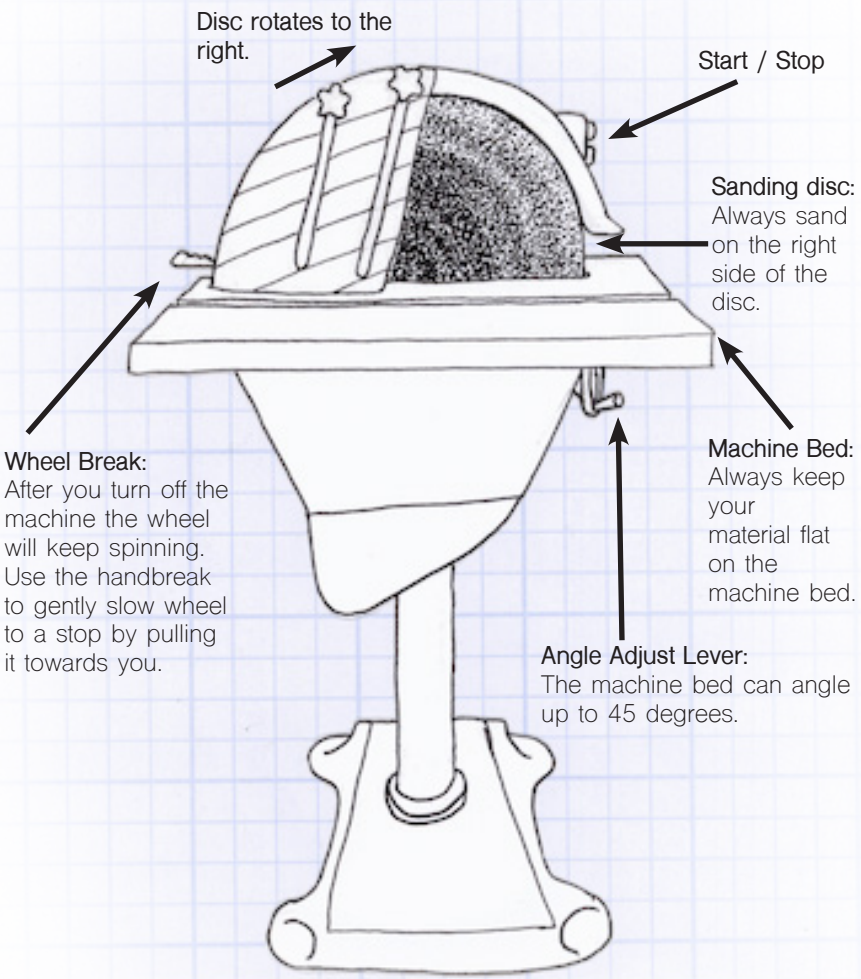
If a machine is generating a lot of dust, check in with the Technician. It could mean something is wrong with the dust collection or machine.

TIER 1 TOOL TRAINING

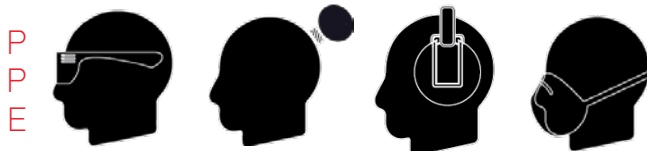


DISC SANDER
VERTICAL BELT SANDER
SPINDLE SANDER
CORDLESS DRILL
DRILL PRESS
BANDSAWS

DISC SANDER



RULES FOR OPERATION

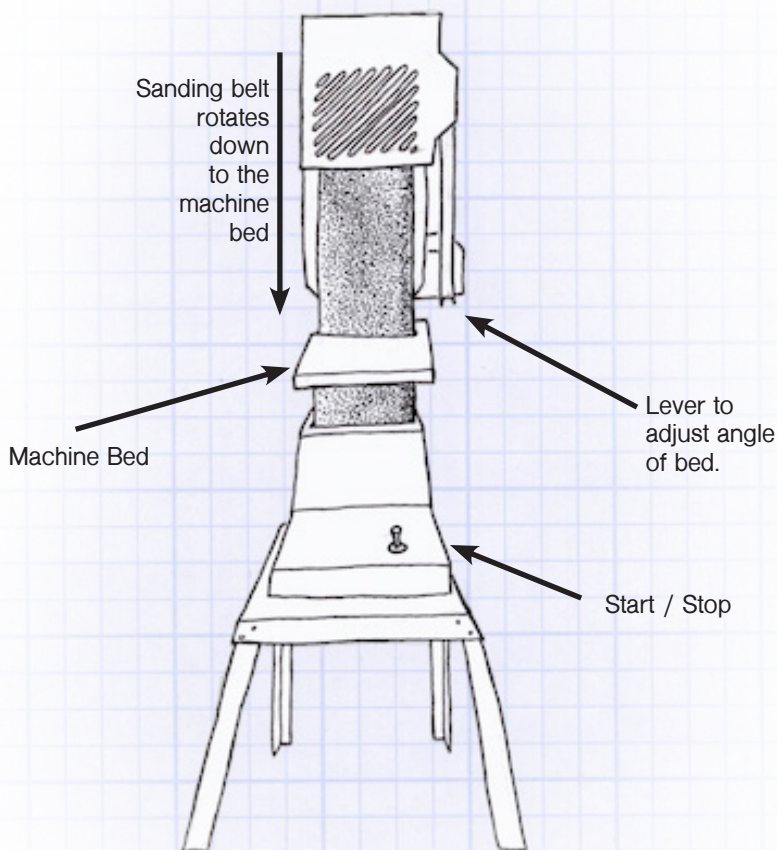


1. Inspect the sandpaper on machine to make sure it is in good condition.
2. Make sure the angle and height of bed is set correctly. If it needs adjustment ask a Technician for help.
3. Turn on machine, wait for motor to reach full speed before sanding.
4. Always hold material flat on the bed while sanding. Failure to do so could result in damaging your work, the machine, or yourself.
5. After sanding is complete push the **OFF** button. To bring the disc to a full stop, gently pull the brake lever located on the back, bottom left hand side of the disc. When the disc has stopped moving it is safe to walk away.
6. Clean up.

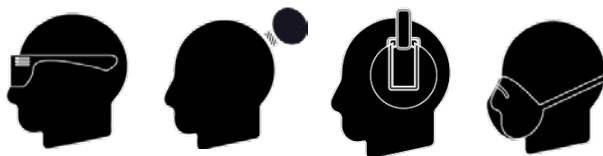
HELPFUL TIPS:

Never sand on the left side of disc. Always use the side that will pull your material down to the bed of the machine.

VERTICAL BELT SANDER



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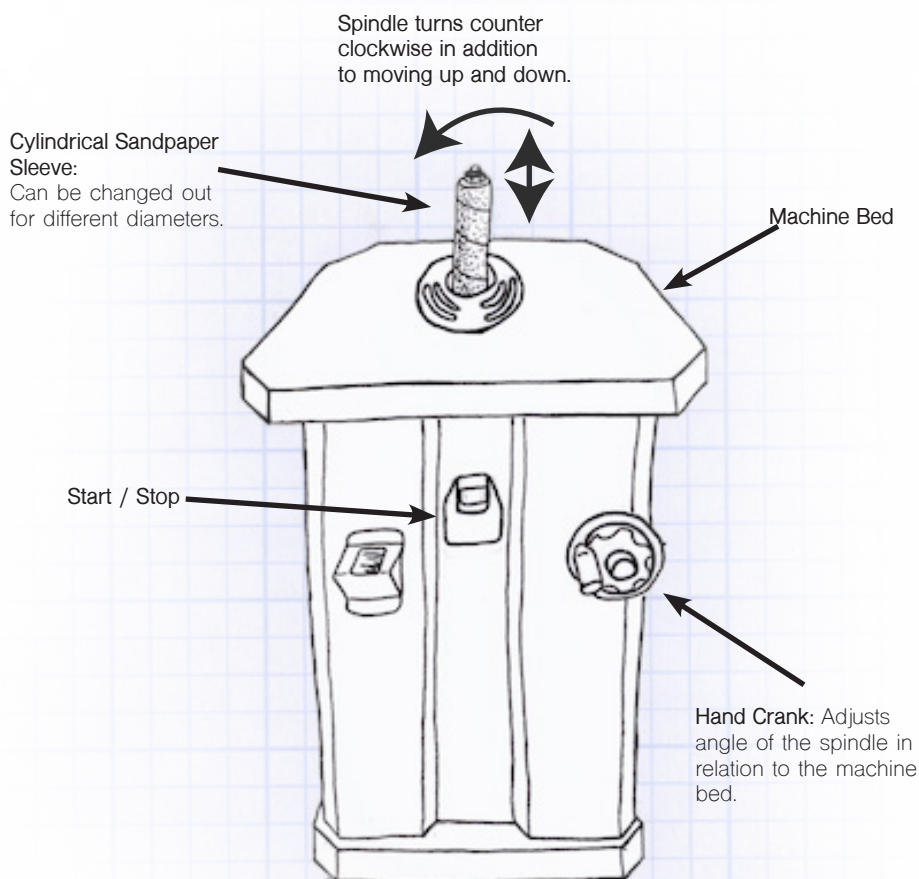


1. Inspect the sandpaper on machine to make sure it is in good condition.
2. Make sure the angle and height of bed is set correctly. Ask a Technician for help if you need it adjusted.
3. Make sure dust collection is on. Turn on machine, wait for motor to reach full speed before sanding.
4. Always hold material flat on the bed while sanding. Failure to do so could result in damaging your work, the machine, or yourself.
5. After sanding is complete push the **OFF** button on machine. When the belt has stopped moving it is safe to walk away.
6. Clean up.

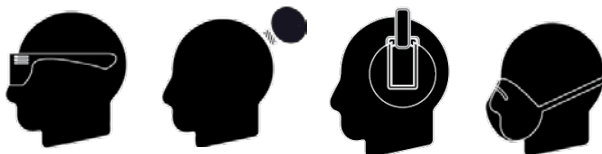
HELPFUL TIPS:

This machine works well for straight edges of wood, and convex curves. Sanding should only be done as a finishing process. You should never use sanding to get your material to the correct size. Doing so could damage the machine or create an excessive amount of dust which can be harmful.

SPINDLE SANDER



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1. Inspect the abrasive on machine to make sure it is in good condition.
2. Make sure the angle and size of spindle is correct. If you need a different size ask a technician for help.
3. Make sure dust collection is on.
4. Turn on machine, wait for motor to reach full speed before sanding.
5. Always hold material flat on the bed while sanding. Failure to do so could result in damaging your work, the machine, or yourself.
6. After sanding is complete push the **OFF** button on machine. When the spindle has stopped moving it is safe to walk away.
7. Clean up

HELPFUL TIPS:

This machine is designed to sand *concave* curves, it will not provide a straight edge to your material. If you need a different sized spindle on the machine please ask a Technician to change it out.

FOR ALL SANDING PROCESSES:

Sanding is a finishing process. Always cut your material to the right size, and use these machines to make minor adjustments. Never use sanding to get your material to the correct size. Doing so could damage the machine or create an excessive amount of dust which can be harmful.

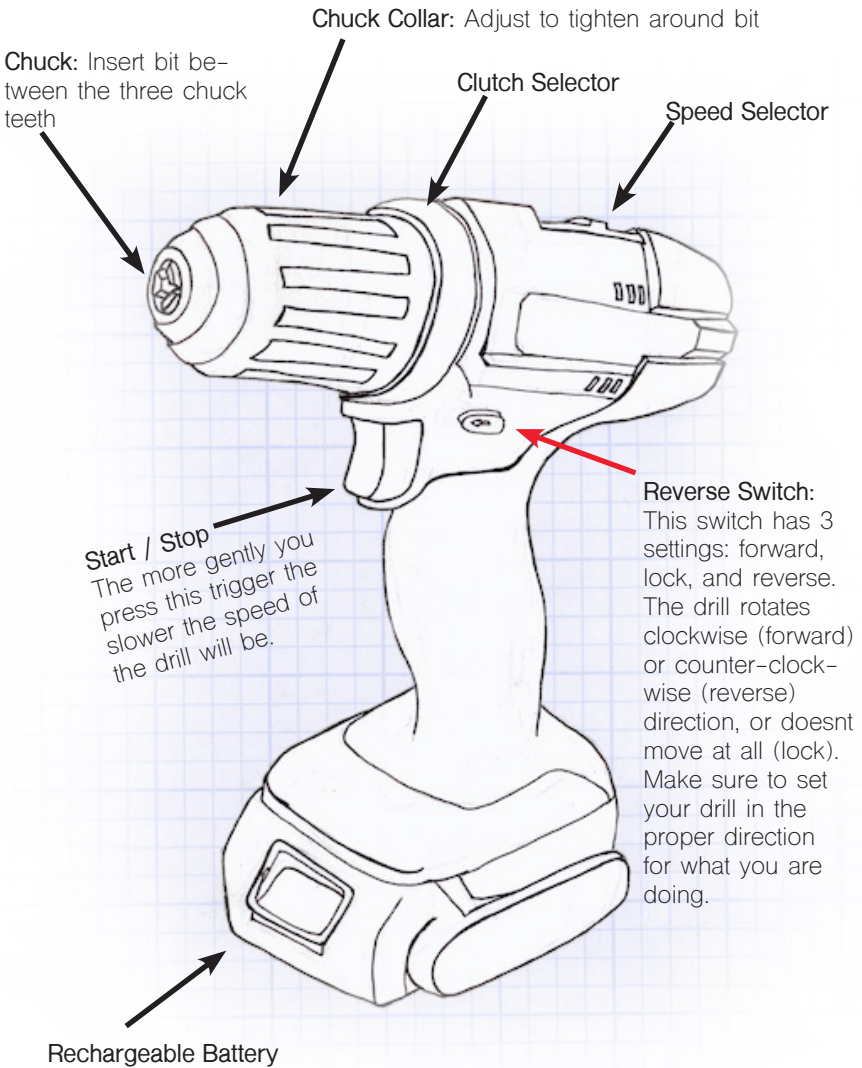
Only sand for a few minutes at a time. Any longer could produce an unruly amount of dust that is harmful for yourself and others to inhale.

ONLY WOOD IS ALLOWED ON THE SANDING MACHINES.

Always make sure your material is flat on the bed and not being held in mid air.

Minimum material size is 2"x2".

CORDLESS DRILL



WHAT TO KNOW

A drill does two things: it bores holes using a drill bit, and it drives screws in using driver bit. Depending on what type of bit you use you will either be making holes or fastening things together with fasteners (screws and bolts.)

RULES FOR OPERATION

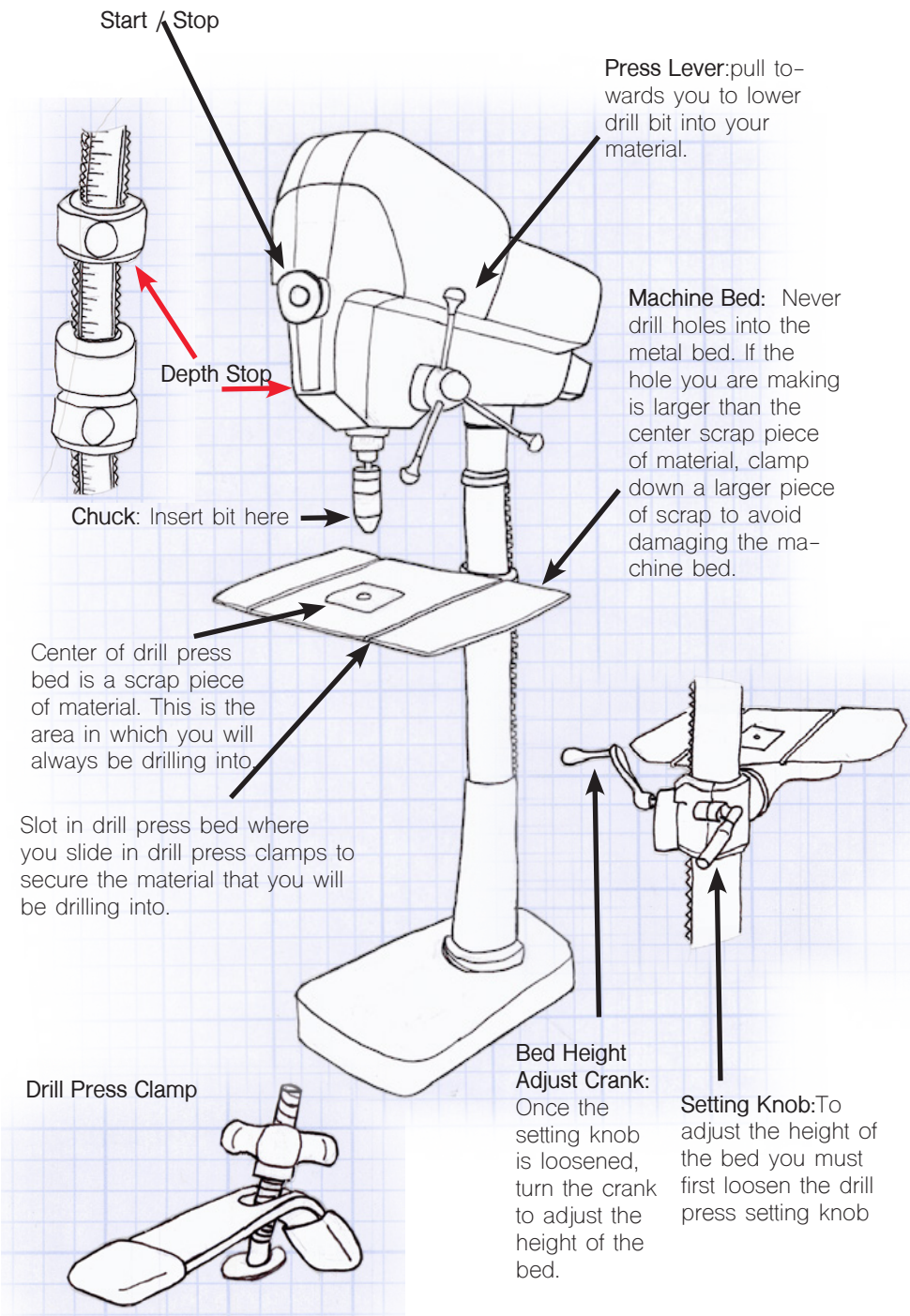
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1. Choose the appropriate bit: either a drill bit to make holes in your material or a driver bit to sink in screws for fastening materials together.
2. Rotate the chuck collar by hand, to open the chuck teeth. Insert your bit, and rotate the chuck collar in opposite direction, by hand, so that the bit is tightly secured in the chuck.
3. Check the reverse switch to make sure your drill is set to the correct direction.
4. Once your drill is set for work, prep your material.
5. If you are drilling, always place a piece of scrap wood under your project. This will act as a buffer while drilling so you do not make holes in the table underneath.
6. Borrow a clamp from the shop or tool checkout to secure your project and scrap wood to the table. Never hold your material with your hands while drilling. Clamping your material down not only frees your hand from potential injury but allows you to have two hands on the drill which is the safest operation for this tool.
7. Once all appropriate steps are taken before operation of the cordless drill you may begin your work.
8. Clean up, and return drill and bits to tool checkout.

HELPFUL TIP: There is a companion tool to the Drill called an Impact Driver. Whenever you are screwing together two pieces of wood, pre-drill your holes with the Drill and then sink the screws with the Impact Driver.

DRILL PRESS



WHAT TO KNOW

The Drill Press is a stationary drilling machine for boring holes. Unlike a hand-held drill, the drill press allows for higher accuracy for drilling holes because of its stationary drill and machine bed. The bed can be adjusted to various positions allowing for angled holes or perpendicular holes. The machine gets its name because the drill with bit is pressed down into your material using a lever on the side of the machine.

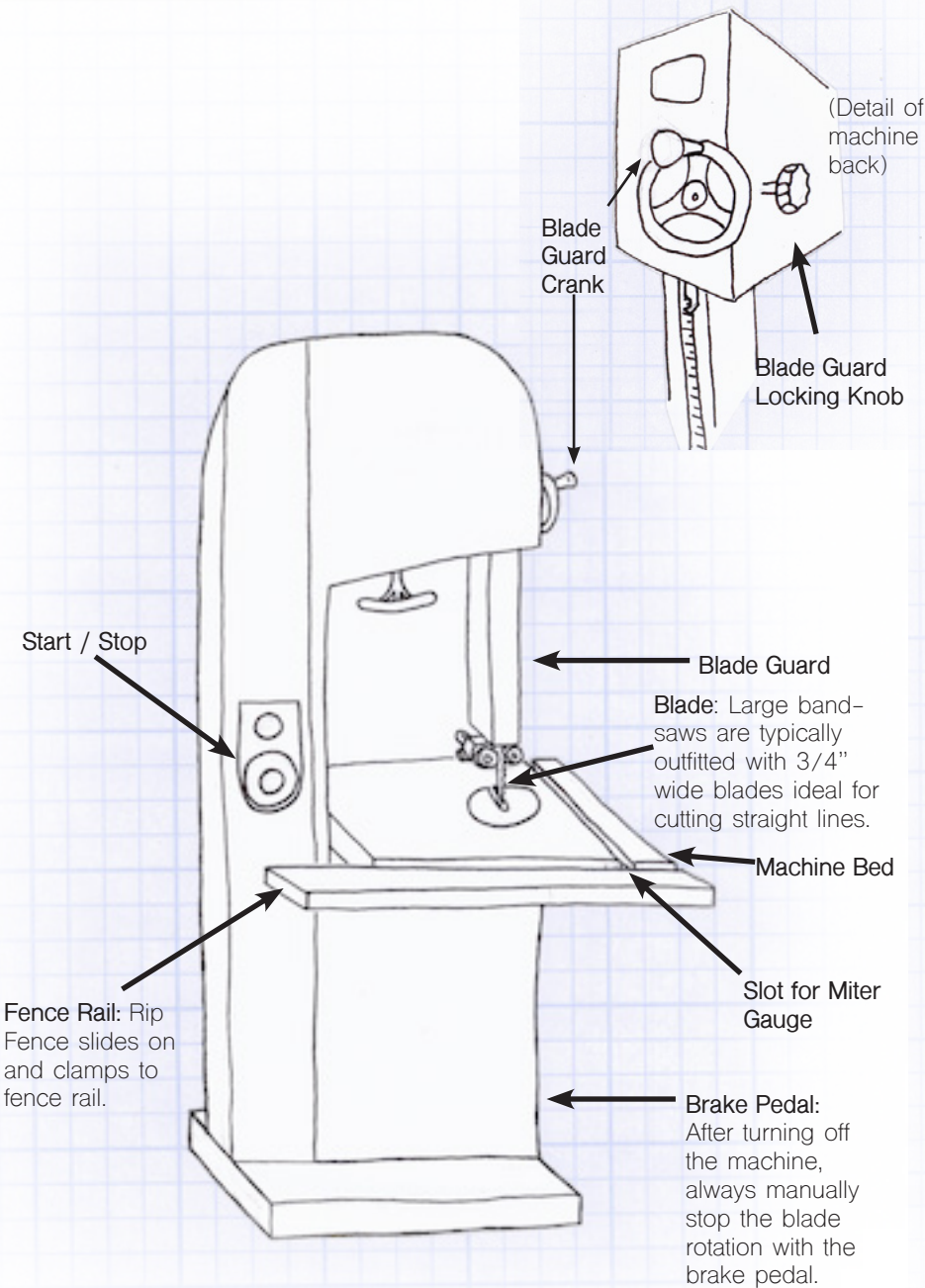
RULES FOR OPERATION

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1. Load your bit into the chuck. Make sure the bit is centered between all three chuck teeth, and that the chuck is fully tightened around the bit.
2. Adjust the angle of the bed to the correct position that you need for your drilling operation.
3. Even if it looks like the bed is level, always check using a level or an angle finder. It could be off by a few degrees.
4. Lay down a piece of scrap material on the bed, and lay your piece on top of it.
5. Raise or lower the bed to a suitable height for your piece. Keep in mind that the bit should never be touching the material until the machine is on and the bit is spinning at full speed.
6. Use the depth stops on the left side of the chuck to give the bit a stopping point. This will prevent the bit from damaging the machine bed. **DO NOT DRILL INTO THE MACHINE BED. ALWAYS USE THE DEPTH STOPS.**
7. Line your material up to where you want the bit to drill. You can also use the depth stops on the left side of the machine for this operation. Then clamp down so that your piece is totally secure and does not move.
8. Once you have the machine set up, your piece aligned and clamped down, you may begin drilling.
9. Turn on the machine, let the bit reach full speed, and then use the lever on the right side of the machine to bring the bit down to your material. Make a pumping motion that gently pushes the bit into the material a little ways, and then release contact. Do this for the entire depth of your material. It will allow for sawdust to escape and it will reduce the chances of burning your material and dulling the bit.

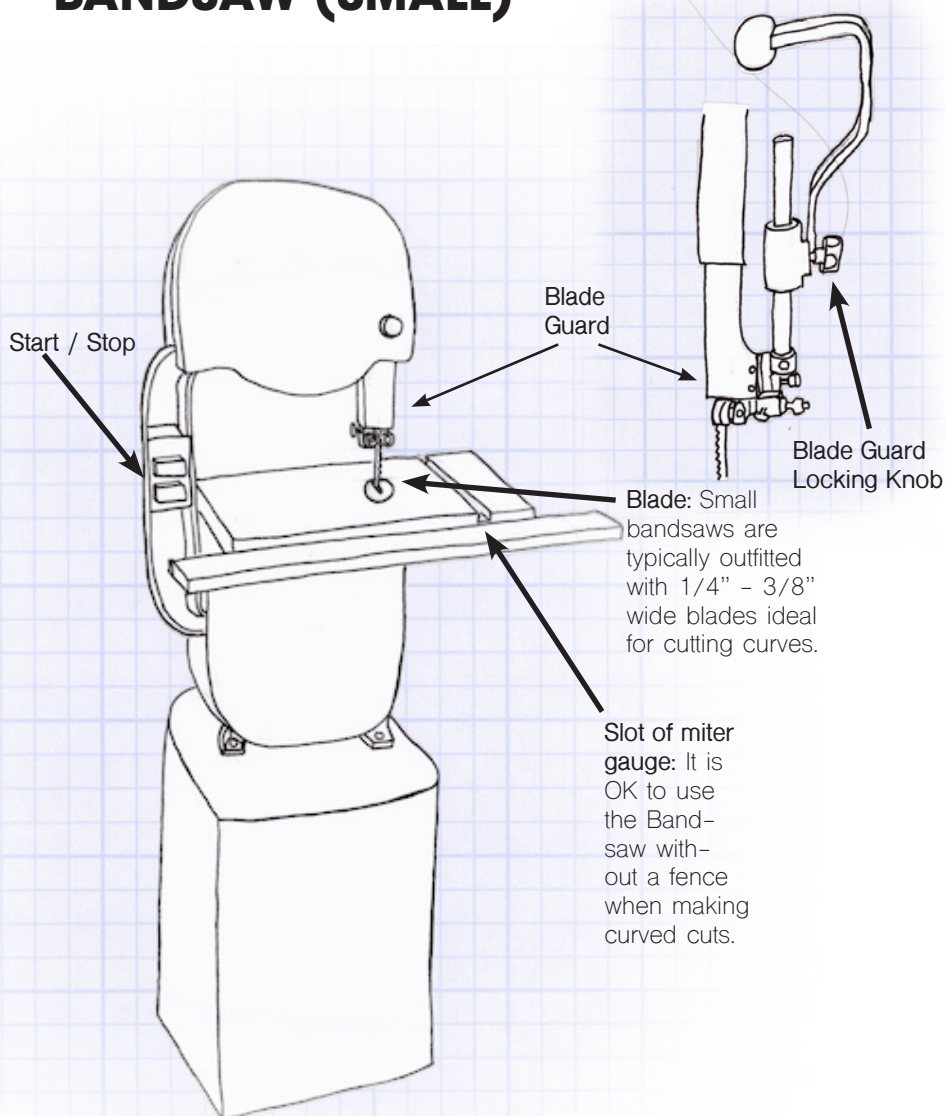
BANDSAW (LARGE)



WHAT TO KNOW

The bandsaw's blade (which is band or loop-shaped) is stretched around two wheels inside the machine. When the saw is on, the wheels rotate the blade at high speeds in a downward motion cutting through your material. Bandsaws are used principally in woodworking. Advantages include uniform straight cutting action and the ability to cut irregular or curved shapes. The bandsaw will be your primary source for cutting material until you complete the Tier 2 Orientation.

BANDSAW (SMALL)



RULES FOR OPERATION - BANDSAWS

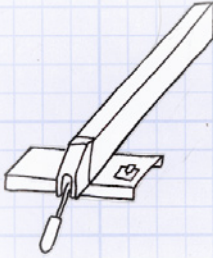
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1. Check the machine to make sure the Bandsaw is in operational condition, and that it is equipped with the proper blade for the cut you are making.
2. Adjust the blade guard according to the thickness of your material by loosening the blade guard locking knob and adjusting the blade guard height by hand or using the crank, and then tightening the locking knob again. The blade guard should be no more than an inch above your material. Any higher is an unsafe amount of blade to have exposed while using the machine.
3. FOR STRAIGHT CUTS: Once the machine is properly set up, choose the appropriate bandsaw fence to support your material while cutting.
4. Once the appropriate accessory is chosen and the blade guard is set to the correct height you may turn on the bandsaw. Make sure dust collection is on.
5. Wait for the machine to reach full speed before you begin cutting.
6. When using the rip fence for a rip cut plant yourself on the right corner of the machine and place the long side of your material against the fence.
7. Never force your material through the blade. The majority of your force should be used in pushing your material against the fence as to provide yourself with the straightest cut possible. You only have to gently push the material through the blade.
8. If you are making a crosscut, remove the fence and slide the miter gauge into the groove on the right side of the machine bed.
9. With one hand hold the long side of the material against the back of the miter gauge, and another hand on the miter gauge knob. Slide the miter gauge along with your material away from you towards the blade in order to cut your material.
10. Once you have completed your cut, turn off the bandsaw and press down on the brake pedal with your foot. Once you have seen the blade stop moving it is safe to walk away.
11. Wait for the machine to stop running before retrieving any material that has been cut. Your hands need to be at least 6 inches away from the blade while it's rotating.

TYPES OF

FENCES



Bandsaw rip fence: used only for rip cuts

Bandsaw miter gauge: used only for crosscuts

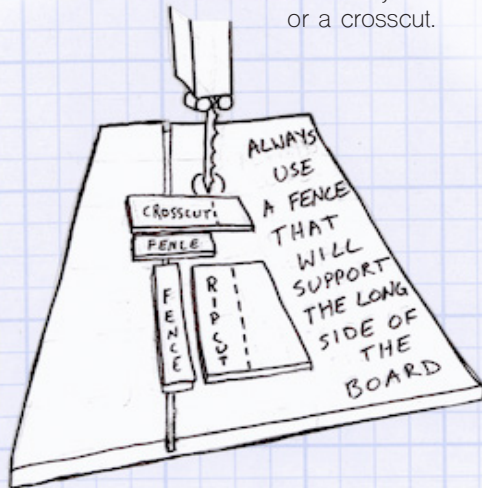


There are two types of fences: The Miter Gauge Fence for making crosscuts and the Rip Fence for making rip cuts.

RIP CUT: When the cut you are making puts the longest side of your material parallel to the blade.

CROSSCUT: When the cut you are making puts the longest side of your material perpendicular to the blade.

The shape of your material and it must be placed on the machine in order to make your cut, defines whether you are making a rip cut or a crosscut.



ADDITIONAL RESOURCES

TOOL CHECKOUT

The Tool Checkout is a tool loan center that provides tool access to students and faculty members. All members of The New School community are permitted to borrow tools within open hours. There are no overnight checkouts permitted unless otherwise stated. Tools must be used with all safety protocols and facility policies. Users are responsible for all tools when checked out, including the condition and care of the tool while in their possession and all contents of a kit or the accessories that are associated with certain tools. Users should check the condition of all tools at the time of rental, and tools should be cleaned to its original state when returned. It is the responsibility of the user to inform the technician of any problems or concerns with the tool when it is returned. All tools must be returned in a timely manner. Late returns will result in an automatic, temporary hold of the user's account.

The nearest Tool Checkout is located outside the N2 General Shop in the Open Work Area. All tools are due back at the end of the day which is either 9:30 pm during the week, or 6:30pm on the weekend.

OPEN WORK AREAS

The Making Center has a number of Open Work Spaces which are a shared resource for all New School students. Open Work Spaces are open for students to utilize during regular building hours. Students are responsible for sweeping up their areas and discarding any unused materials after use. These spaces are lightly supervised and are usually adjacent to shops/studios/labs and tool checkout centers. The nearest one to the N2 General shop is right outside it's doors.

Sanding and high risk power tools (ex. Routers, Circular saws, Domino Jointers) are not to be used in the open work spaces.

Powder materials, dust producing activities, and chemical paints or stains should ONLY be handled in designated areas with ventilation (e.g. Dust extractor unit, downdraft table, spray booth).

MATERIAL STORE

The Making Center supports the educational community through offering the space and technology for innovation and experimentation. We understand that new materials are integral part of the experimentation and creative process, and we strive to research and provide materials that are healthy and environmentally sustainable. The Making Center relies on a network of Material Stores across multiple shops and labs that provide students and faculty members with access to affordable and sustainable materials necessary for classes. Members of The New School community can purchase supplies online at <http://resources.parsons.edu/supplies-materials/>. Note that Material Stores currently don't support cash purchases. Students and faculty must pick-up the purchases in person within 3 days of purchase during open hours. Information about store locations and hours can be found online at resources.parsons.edu. Note that the materials must be used in accordance with all safety protocols and facility policies.

The Material Store accepts returns of unopened or unused materials within 5 days of purchase.

Material Store Locations:

The Making Center Store, 2 West 13th Street, Room L305

E4 Material Store, 25 East 13th Street, 4th floor

Wet Shop Store, 2 West 13th Street, L0 – Basement Level

Sewing Store, 65 5th Ave, Room U518

Printmaking Store, 2 West 13th Street, L0 – Basement Level

APPROVED AND BANNED MATERIALS

This is a list of approved materials permitted for use within the N2 General Shop.

ADHESIVES

Water Based Contact Cement, Wood Glue

FILLERS

Ready Patch, Vinyl Spackle, Wood Putty

FOAMS

Tooling Board (Renshape), Pink Extruded Polystyrene (banned on sanding machines)

Wood

Hardwoods, MDF, Masonite, Plywood

PLASTICS

Plexiglass, Acrylic Sheet (hand tools only)

ANY MATERIAL NOT ON THE LIST MUST BE APPROVED BY A SHOP TECHNICIAN BEFORE IT CAN BE USED IN THE FACILITIES. Before purchasing a material not listed get a MSDS. These sheets contain important information about handling, storage, safety needs, and disposal of the material.

EXTERNAL VENDORS

IF THE MAKING CENTER DOESN'T SELL WHAT YOU ARE
LOOKING FOR, YOU CAN TRY THESE VENDORS:

Dykes Lumber
<http://www.dykeslumber.com>
(multiple locations throughout NYC)

Metropolitan Lumber
<http://www.metlumber.com/>
(multiple locations throughout NYC)

Prince Lumber
<https://www.princelumber.com/>
(multiple locations throughout NYC)

Rosenzweig's
<http://www.rosenzweiglumber.com/>
(multiple locations throughout NYC)

The Compleat Sculptor
90 Vandam St, New York, NY 10013
(212) 243-6074
<http://sculpt.com/>

Metalliferous
<http://www.metalliferous.com/>
(Online store)

Basics Hardware
<https://basicsplus.com/>
Corner of University Pl and 13th St

Blick
<http://www.dickblick.com/>
Ground floor of 25 E13th Street

WEBSITE

parsons.resources.edu

CERTIFICATE OF ORIENTATION COMPLETION

I, the undersigned, hereby agree to abide by the rules of the N2 General Shop as set forth to me by the Tier 1 Orientation which I have completed on this day, and vow to be a good shop citizen of The Making Center.

x _____
(yout name printed)

x _____
(your signature)

Date Signed : __ / __ / __

x _____
(technician initials)

TIER 1 TOOLS

BAND SAW
DRILL PRESS
DISC SANDER
CORDLESS DRILL
SPINDLE SANDER
VERTICAL BELT SANDER

PARSON SCHOOL OF DESIGN
/ ARCHITECTURAL DESIGN
BFA / ARCHITECTURE MFA
/ ARCHITECTURE AND
LIGHTING DESIGN BFA /
COMMUNICATION DESIGN
BFA / COMMUNICATION
DESIGN MPS / CONTINUING
EDUCATION - OPEN CAMPUS
/ DATA VISUALIZATION BFA
/ DESIGN AND TECHNOLOGY
BFA / DESIGN AND
TECHNOLOGY MFA / DESIGN
AND URBAN ECOLOGIES
MA / DESIGN LEADERSHIP
FOR BUSINESS ONLINE MB
/ DESIGN STUDIES MS /
DIGITAL MARKETING CT
ONLINE / FASHION BUSINESS
ONLINE / FASHION DESIGN
AAS / FASHION DESIGN
BFA / FASHION DESIGN CE
/ FASHION DESIGN AND
SOCIETY MFA / FASHION
MARKETING AAS / FASHION
STUDIES MA / FINE ARTS
AND FOUNDATION CE / FINE
ARTS BFA / FINE ARTS MFA
/ GRAPHIC DESIGN AAS
/ GRAPHIC AND DIGITAL
DESIGN CT / HISTORY OF
DESIGN AND CURATORIAL
STUDIES MA / ILLUSTRATION
BFA / INDUSTRIAL DESIGN
MFA / INTEGRATED DESIGN
BFA / INTERIOR DESIGN AAS
/ INTERIOR DESIGN AND
ARCHITECTURE STUDIES
CT / INTERIOR DESIGN
BFA / INTERIOR DESIGN
MFA / LIGHTING DESIGN
MFA / PHOTOGRAPHY BFA
/ PHOTOGRAPHY MFA /
PRE-COLLEGE ACADEMY
NONDEGREE / PRODUCT
DESIGN BFA / STRATEGIC
DESIGN AND MANAGEMENT
BBA / STRATEGIC DESIGN
AND MANAGEMENT MS
/ SUMMER INTENSIVE
STUDIES / THEORIES OF
URBAN PRACTICE MA /
TRANSDISCIPLINARY DESIGN
MFA / URBAN DESIGN /
TEXTILES MFA / ART MEDIA
AND TECHNOLOGY BFA