**Bookbinding House Rules September 2022/HG**

Do not work alone in this workshop.

**\*If the fire alarm sounds, leave the room immediately and exit the building by the nearest stairway – follow the “green running person” signs. Make your way to the grass area outside. Only return when it is safe to do so.\***

Access: During busy periods you may have to book in advance.

 **Drop in sessions are Tuesday to Friday afternoons, 2-5pm. Term time only.**

Website: blogs.brighton.ac.uk/viscommtech/bookarts

Food, coats and bags: Please do not create tripping hazards in the workshop by leaving

your bags in awkward places.

Please do not leave your coats and bags on the work surfaces.

Only water bottles in the workshop – ie. No food, coffee, tea etc

Glue Rules: Please do not bring your own glue into the workshop.

Please wash out brushes after use.

Please use scrap paper when using the PVA – work tops and cutting mats

must be kept dry, free of glue and clean. Throw scrap away after use.

Cutting Rules: Please use the cutting mats and do not cut directly onto the bench top.

Also do not cut on top of the pressing boards.

Learn how to keep your blades sharp.

Tools: We supply basic hand tools for use in the workshop

Please do not remove any tools or equipment from the workshop.

Please do not bring in any electrical items other than laptops, phones etc.

**Large pieces of equipment and power tools require an induction prior to use.**

Please report any accidental damage (to equipment) to the technician.

Materials: Some materials can be supplied by the technician for course work.

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COURSE/YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

USER NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN: *I have read and understood “Bookbinding House Rules*” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_