

# W.L. HALL WORKSHOP

139 Ralph Rapson Hall  
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A large blue circle containing the text "College of Design" in white, sans-serif font.

College of  
Design

## Workshop Occupancy Policy

In order to maintain an acceptable level of user safety, the College of Design has adopted the following occupancy limits. This policy takes into account space, equipment and staff limitations of the Workshop.

### **Occupancy of rm 139 may be limited to 20 users per shop attendant.**

The primary responsibility of Shop Attendants is monitoring the safety of shop users. The number of users which an individual Shop Attendant is able to effectively monitor is affected by many factors. It shall be each Shop Attendant's responsibility to determine how many users they can effectively monitor under any given circumstances. Generally, each shop attendant should be able to monitor 20-25 users. This limit may be adjusted upward or downward at the Shop Attendant/s discretion dependant upon conditions.

### **A maximum of 50 students will be allowed in rm 139 at any given time.**

The nature of the work conducted in the Workshop requires significant space for each machine and user. Each machine requires a clear space for safe operation. Traffic ways must be kept clear for the safe movement of people and materials. For typical utilization of shop equipment and furnishings, 50 users has been deemed to be the maximum safe occupancy capacity. This limit may be adjusted upward or downward at the Shop Attendant/s discretion dependant upon conditions.

### **If occupancy limits are exceeded:**

- The most recent arrivals will be asked to retire to rm 135 (the Annex).
- The Workshop door will be locked.
- Shop users will be asked to wait in the Annex, and establish a queue amongst themselves.
- As users leave rm 139 or machines become available, shop attendants will admit users from the Annex.
- If a safe environment cannot be established through the application of the procedure above, the Workshop may be CLOSED to establish order at the discretion of the Shop Attendant/s on duty.

**Application of this policy will be left to the discretion of Shop Attendant/s on duty.**

**Resolution of any disputes regarding the application of this policy shall be the responsibility of the Workshop Manager in conjunction with the Chief of Staff and the Associate Dean for Academic Affairs.**

**Please consider these occupancy limits when assigning projects and deadlines.**

**Notify Workshop management of expected heavy shop use so that adequate staff can be scheduled.**

**If workshop occupancy is expected to exceed 40 users as a result of your class, you should make arrangements for additional shop attendants to be scheduled at least 1 week prior to the day of expected shop use.**