

# W.L. HALL WORKSHOP

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College of  
Design

## College of Design Workshop Policy on Special Projects

The primary mission of the College of Design Workshop and its staff is to serve the needs of CDes students in their academic work. At the same time, the Workshop receives many requests to work on projects for units within the College of Design. Since the Workshop's primary responsibility is to CDes students and because they receive many requests for special projects, this policy on handling special projects is warranted.

Each special project has two costs: The cost of materials and the cost of staff time.

### Cost of Materials

Each unit requesting a special project or materials needs to provide the Workshop manager with an account number to use for purchase of materials. Actual cost of materials used in the completion of a project will be charged to the requesting unit.

### Cost of Staff Time

Depending on the urgency of the project, student shop attendants may work additional hours in order to make staff available to work on a project. If this is the case, hours will be billed to the unit requesting the project. In some cases, the Workshop manager or assistant manager may need to work overtime to complete the project. If that is the case, the unit is responsible for their overtime pay.

If a project can be completed during the normal shop schedule, the unit will not be charged for staff time. Projects completed during the normal shop schedule are subject to all other demands on the Workshop and staff. During a typical week there may be only a few hours in which shop staff are able to work on special projects.

### Priority

The priority of working on special projects depends on the urgency, difficulty and scope of the project. If a unit is willing to pay for staff time, a project may be expedited by making additional shop staff available to work on the project. If the unit is not willing to pay for staff time, the Workshop manager will add the project to a list of projects. Many factors such as urgency, difficulty, time and space requirements, etc, will be considered in determining the priority of these projects. The Workshop can make no guarantee as to completion dates on ANY special projects. If the Workshop is being used by CDes students, work on special projects will not be done if it would interfere with student shop use.

Within units, the unit head will prioritize projects. Across units, the Administrative Council will prioritize projects. The Workshop manager will provide advice to these groups on difficulty, scope, and time and space requirements of projects.

### Non-CDes Projects

The Workshop will not work on projects for units outside of the College of Design without first discussing with the Associate Dean for Academic Affairs and/or the Chief of Staff.