

# CCA FIRST YEAR STUDIOS

## ACCESS AND USE

**ADDRESS:** 5288 College Avenue, Oakland CA  
**SHOP OFFICE:** 510-594-3750  
**WEBPAGE:** <https://portal.cca.edu/learning/shops/first-year-studios/first-year-studios-wood-shop/>  
**CCA STAFF:** Amanda Simons, Studio Operations Manager, [asimons@cca.edu](mailto:asimons@cca.edu)  
Tianna Mackey, Assistant Studio Manager, [t.mackey@cca.edu](mailto:t.mackey@cca.edu)

### **ROOM 101 AND ROOM 102 HOURS:**

Monday - Sunday, 7:00 am – 1:00 am while school is in session

### **WOODSHOP, PLASTER ROOM, COMPUTER LAB OPEN HOURS:**

Monday + Wednesday 4:00 pm – 10:00 pm / Tuesday + Thursday 7:00 pm – 10:00 pm  
Saturday and Sunday 12:00 pm – 8:00 pm

Additional open hours are posted outside the woodshop and here: <https://goo.gl/ty3neG>

**These studios are open to for *First Year Students only*.**

## GENERAL SAFETY WHILE USING FIRST YEAR STUDIOS

- **Never work in the First Year Studios alone** - use the buddy system or, call a CCA Escort, 510-385-1821 to walk you to the main campus or BART after dark.
- **Keep the building and the people within it secure** - do not give the front door code to anyone, do not hold the door open for anyone you don't know, do not prop open the front doors, especially at night.
- **Carry a current CCA ID** at all times when on campus.
- **Do not leave your belongings unattended** anywhere on campus including First Year Studios.
- **Report all incidents** to staff or faculty and contact the Studio Manager: Amanda Simons [asimons@cca.edu](mailto:asimons@cca.edu)

## ACCESSIBILITY AND STORAGE

- **This is a shared studio space.** We are all responsible for its reset and upkeep!
- **Label and store projects, tools, and materials completely on designated classroom shelves.** Protruding items or objects on the floor will be thrown in the trash.
- **Large scale projects require approval** of the Studio Manager.
- **Keep fire lanes and walkways open** in case of emergency - projects and materials blocking fire lane will be thrown away. No bikes in the building.
- **Check with a Studio Manager before installing artworks in the building.** Do not hang anything from lights, vents, handrails, plumbing, or electrical conduit.
- **Reset the classrooms after use.** Store projects on shelves, return tools, throw away trash, put tables back. Failure to reset will result in early closure of the studios.
- **Students are responsible for cleaning shelves, and removing projects and materials before the last day of each semester.** Anything left behind becomes property of CCA.

## TOOLS AND MATERIALS FOR YOUR USE

- **Tools can be borrowed.** During class time, check in with staff. During open shop, you must leave your ID in the office, and you must return items before shop closes. Tools may not be removed from the building.
- **Photography lights and backdrops are available.** Do not cut the paper. Roll up paper when finished. Return lights to their homes. If you need help, ask shop staff.
- **Keep the shared kitchen clean.** Room 102 has plates, cups, forks for your use. Wash and put away dishes!
- **The Materials Reuse Closet is for you!** Use it and keep it clean. Ask staff before contributing materials.
- Here are some places you can buy materials! Short URL: [goo.gl/X2u2Ao](https://goo.gl/X2u2Ao)

# WOODSHOP ACCESS AND USE

The First Year Woodshop is open to all First Year Students who have attended in-class orientation. Access priority is given to students working during their class time or class reservation period. Too many users can create an unsafe environment, and occasionally we may ask students to leave the shop. Each CCA shop has its own orientation and access policy. The following information applies to the First Year Shop.

**Please note that repeated violations or any severe violation of the Shops Safety Procedures, Community Standards, and Policies may result in mandatory retraining, interim suspension of shop access, and can be elevated to the Student Code of Conduct Process.**

## REQUIRED ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses and hearing protection are required. Dust masks are recommended.
- Appropriate shoes are required. (Closed toe, closed back, flat shoes.)
- Long hair must be tied back. Loose clothing, jewelry, and ID lanyards must be secured or removed.
- Headphones or earbuds may not be used in the Woodshop.
- No gloves when using spinning tools.
- No food in the woodshop.

## CHECK IN AND ASK QUESTIONS

- Check in with staff and/or student monitors before using Woodshop, Plaster Room, or Sewing Equipment.
- Shop users must have their CCA ID with them and show it to shop staff if requested.
- Follow the instructions of staff and student shop monitors.
- Be respectful to all shop users and shop staff.
- Ask for help or information whenever you need it.

## WHAT NOT TO DO

- No distracting other shop users.
- No running, yelling, or rowdy behavior.
- Do not create trip hazards or place objects in a position where they could fall or hurt someone. Be aware of where other shop users are working and moving.
- **Do not use the shops while impaired by substance use, lack of sleep, stress, or other issues.**

**Impairment due to lack of sleep, stress, or the use of any substance is a severe safety concern. Behaviors associated with this impairment jeopardizes the health and safety of the community and will be referred to the Student Code of Conduct Process and may result in disciplinary action.**

## TAKE CARE OF YOUR STUFF

- Clean up after every process and reset or return your tools. This also includes vacuuming and sweeping!
- Group clean up is 15 minutes before class ends or the shop closes. Everyone is responsible for assisting.
- Projects must be stored neatly on classroom shelves. Protruding objects or items not on shelves will be trashed.
- The shops are not responsible for the security of student projects or materials left in spaces.
- Guidelines on material use and disposal must be followed.

## USING THE MACHINES

- Training and approval is required to operate equipment.
- Do not operate machinery or tools with which you are unfamiliar. Ask us for assistance!
- Use tools for their intended application. Don't know? Ask!
- Stay focused on operation, and never walk away from a moving machine.
- Do not adjust machines -- ask shop staff for assistance.
- Do not spray compressed air toward your or anyone else's body.
- Report machine or tool problems, or damage immediately to staff.
- Report injuries and accidents immediately to staff.

## ALLOWED MATERIALS

- **Kiln-dried wood. Plywood. Hard and soft woods.**
- **Construction grade lumber is OK** but is sometimes warped and/or wet. (Wet wood cannot be used on machines).
- **Recycled or found materials only** if it is inspected and approved by a Studio Manager -- we will inspect for toxic paint, embedded metal, or other dangerous materials.
- **Wood glue or water-based paint can be used.** Protect the tables! There must be clean paper under the project, and drips or spills must be cleaned.
- **Don't know if a material is allowed? Ask us!**

## BANNED MATERIALS

- **No liquids or messy substances (including food or drink) near tools, machines, machine tables, or computer equipment.**
- **No aerosols, two-part resin, or other materials that require a respirator in the FY Studios, on the sidewalk, or in neighboring parking lots.** Such materials must be used on the main campus outside of the Shaklee Building with a drop cloth to protect the ground.
- **No pressure treated wood, composite plywood, or MDF.** These materials and their dust release toxins.
- **No foam** (balsa, Renshape, urethane, styrene -- SF Shops only).
- **No plaster or concrete** in Woodshop (Plaster Room Only).
- **No recycled or found materials** unless inspected and approved by a Studio Manager -- we will inspect for toxic paint, embedded metal, or other dangerous materials.
- **Don't know if a material is allowed? Ask us!**

## MATERIALS DISPOSAL

- Clean, reusable wood without glue or metal may be placed in scrap bins -- ask us first!
- Unusable wood or small scraps should be placed in the garbage bin or in dumpster.
- Rags or paper with oil or solvent must be saturated in water and placed in the red fire container in Room 102.

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## PLASTER ROOM ACCESS AND USE

### REQUIRED ATTIRE AND PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses and dust masks are recommended.
- Closed-toed shoes are required.

### CHECK IN, LEAVE YOUR ID, AND CLEAN UP

- Check in with staff and/or student monitors before using Plaster Room.
- Users must sign in and leave their CCA ID in the Shop Office.
- Clean up when finished, and your CCA ID will be returned after staff inspects the room.

### TOOLS AND MATERIALS

- **Plaster, cement, clay, and wax use only.**
- No woodshop tools in Plaster Room.
- No plaster in Woodshop.

### HOW TO CLEAN UP

- Sink is only for obtaining water. Do not pour materials in the sink.
- To dispose of extra plaster: Let plaster settle. Drain off water. Trash sludge.
- Wipe down counters and floor.
- Clean tools and buckets.
- To clean tools: Fill bucket with water. Wash Tools. Drain off water. Trash sludge.
- Turn off wax pot.

# ACCIDENT PROCEDURES

- Sit the injured person down on the floor where they will not be further injured should they pass out or fall down.
- Stop the bleeding – have the injured person apply direct pressure to their wound. Give first aid. Put on a pair of rubber gloves (to protect yourself from blood-borne pathogens) and stop the bleeding by applying direct pressure with gauze. Boxes of gloves and first aid kits are located in each studio. If the gauze becomes saturated with blood, one should keep wrapping rather than stripping off the gauze and starting over. This will help the blood coagulate.
- Alert the First Year Studio Manager
- Call 911 if the injury is serious enough that an ambulance is needed.
- If the injury does not warrant an ambulance but should still be seen by a doctor, Public Safety can call a car for the injured person. If there are symptoms of shock (dizziness, nausea, sweating), it is probably best to call an ambulance by dialing 8-911 from a studio phone. In either case, a member of the studio staff will accompany the injured person to the hospital. If no staff members are present, please make sure someone can ride with the injured person
- If you hear a fire alarm, quickly but calmly make your way out of the building. Please do not linger at your desk – studio staff are charged with clearing the studios and computer labs and would appreciate your cooperation.
- Just have a minor injury? There are first aid kits in the classrooms and Woodshop. Studio Managers are trained in first aid. Let someone know you're hurt so they can help.

## IMPORTANT NUMBERS TO PROGRAM IN YOUR PHONE

CCA PUBLIC SAFETY: 510-385-1821

OAKLAND FIRE: 510-444-1616

OAKLAND POLICE: 510-777-3211

Calling 911 from your cell phone does not reach Oakland directly. Use Oakland direct numbers above or call from a landline. To reach an outside line from any CCA phone, dial 8 first.

### **Violations of the Student Code of Conduct**

CCA expects its students to uphold the college's values of artistic and academic excellence, compassion, integrity, and global citizenship. The following list, while not exhaustive, illustrates those behaviors that, when determined to have occurred in the judgment of the college, necessarily violate the values of the college; impinge upon the rights, safety, and well being of its constituents; and therefore represent misconduct subject to disciplinary action:

- Attempted or actual theft of or damage to college property or property of college community members.
- Conduct that could result in the violation of any federal, state, or local law.
- Conduct which threatens or endangers the health or safety of any member of the college community including but not limited to physical abuse, verbal abuse, threats, verbal or nonverbal intimidation, bullying, stalking, or coercion.
- Failure to comply with the directions of college officials, law enforcement units, and emergency personnel acting in authorized performance of their duties. This also includes failure to identify oneself to such persons when requested.
- Failure of a student to act in a responsible manner to assure that the student's guest is preserving the rights of the college community as outlined within the Student Code of Conduct.
- Forgery, alteration, or misuse of college documents, records, or identification.
- Hazing or conspiring to engage in similar acts that actually or potentially injure, endanger, or humiliate any fellow student or member of the college community, whether the hazing is consensual or not.
- Interference with, obstruction of, or disruption of the teaching or learning process, administration, or any other college-sponsored activity.
- Knowingly furnishing false information to the college.
- Possession, distribution, or use of any controlled substances on college property or at college-sponsored activities.
- Possession, distribution, or use of alcohol on college property or at college-sponsored activities, except under the conditions specified in the **Alcohol Policy**.
- Possession, distribution, or use of cigarette or vapor products on college property or at college-sponsored activities, except under the conditions specified in the **Smoking Policy**.
- Possession or use of a weapon or a replica thereof, such as a firearm, knife, explosives, or any other instrument used or potentially used to intimidate, threaten, and/or injure any member of the college community.
- Retaliation -- adverse action taken against a person because of the person's good faith opposing, reporting, or threatening to report a violation of the Code of Conduct or for participating in good faith in investigations, proceedings, hearings, or remediation related to college policies, including the Code of Conduct.
- Soliciting, assisting, or inciting another college community member to perform an act that violates the Student Code of Conduct or attempting to do same.
- Unauthorized entry or use of college property, which includes unauthorized residence.
- Unauthorized possession, distribution, use, or duplication of keys or access cards for college property.
- Unauthorized use of electronic or other devices to record any person while on college property, disseminate personal information, or otherwise violate privacy without prior knowledge or consent.
- Unlawful harassment or discrimination based on race, color, religion, sex (including gender identity and pregnancy), national origin, age, disability, genetic information, sexual orientation, or parental status.

**The CCA Student Code of Conduct can be read in its entirety at <https://www.cca.edu/students/handbook/conduct>.**

## **Statement from the Dean of Students Regarding California Proposition 64**

(Passed Nov. 11, 2016; Effective Jan. 1, 2018)

On November 8, 2016, voters in California passed Proposition 64, thereby allowing persons who are 21 and older to possess, transport, and buy up to 28.5 grams of marijuana and use it for recreational purposes. The Bureau of Marijuana Control is the state agency responsible for regulating and licensing marijuana sales.

It continues to be illegal to smoke marijuana in public and at locations where tobacco use is outlawed, such as restaurants, and within 1000 feet of a school, daycare or youth center when children are present. It is also illegal for motorists to smoke marijuana while driving.

Despite the change in state law regarding marijuana, [CCA's policy](#) remains unchanged: use, distribution, and possession of marijuana on campus or in association with any college-sponsored or affiliated activity or program is prohibited. The policy complies with the federal Drug-Free Schools and Communities Act. Under this federal law, as a condition of receiving federal funds, an institution of higher education such as the California College of the Arts must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus and as part of its activities and programs. At the federal level, this law includes any amount of marijuana.

California Proposition 215, passed in 1996, allows for the use of marijuana for medical purposes. Students who qualify under Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on college- owned or controlled property (including, but not limited to, residence halls, academic buildings, studios, and parking lots), or during a college sanctioned activity, regardless of the location.

Propositions 215 and 64 create a conflict between state and federal laws. When state and federal laws are in conflict, federal law takes precedence. If CCA does not comply with federal law and regulations on marijuana possession and use on campus and in college programs and activities, it risks losing federal funds for student financial aid and other important programs and services. Thus, CCA must continue to abide by federal laws and regulations and college policy barring the use and possession of any amount of marijuana on campus or in association with any college-sponsored or affiliated activity or program.

Students who fail to follow this policy are in violation of the [Student Conduct Code](#) and are subject to disciplinary action.