

Department Resources – Instruments-Shops-Stockroom: Machine and Electronics Shops

THE MACHINE SHOP (Bagley 82A) and **ELECTRONICS SHOP** (Bagley 74) support both graduate teaching activities and research.

Machine Shop 9:00 a.m. to 4:00 p.m.

Electronics Shop 11:00 a.m. to 5:00 p.m.

All staff are skilled in design, development, construction, repair and maintenance of scientific apparatus and instrumentation. Supervisors are available to discuss problems of construction and repair with you.

Work is requested by completing a work order (available from the shops). A completed form includes:

- Requester identification
- Thorough job description
- Budget number
- Authorized signature

Emergencies are handled at once. Small jobs (usually less than four hours of work) can normally be accomplished with little delay. For larger jobs, please plan ahead with the shop supervisor

THE STUDENT MACHINE SHOP is located in Bagley 82. It is open to department key holders (including graduate students). Machine tools, hand tools, and materials are provided for normal repair work or construction of research equipment.

If you are unfamiliar with the operation of any of the tools, be certain that you see the shop supervisor (Bagley 82A). Hand tools for work in your laboratory are normally purchased from the Research Stockroom, (Bagley 36.) If you need to borrow a tool from the Shop, sign out in the journal in Bagley 82A and return it when finished. Failure to do so deprives your colleagues of the use of the tools. Construction materials may be purchased from the Student Shop or Research Stockroom as appropriate.

Remember that safety goggles **MUST** be worn while using or working near the machines. You must clean up your work area when finished!