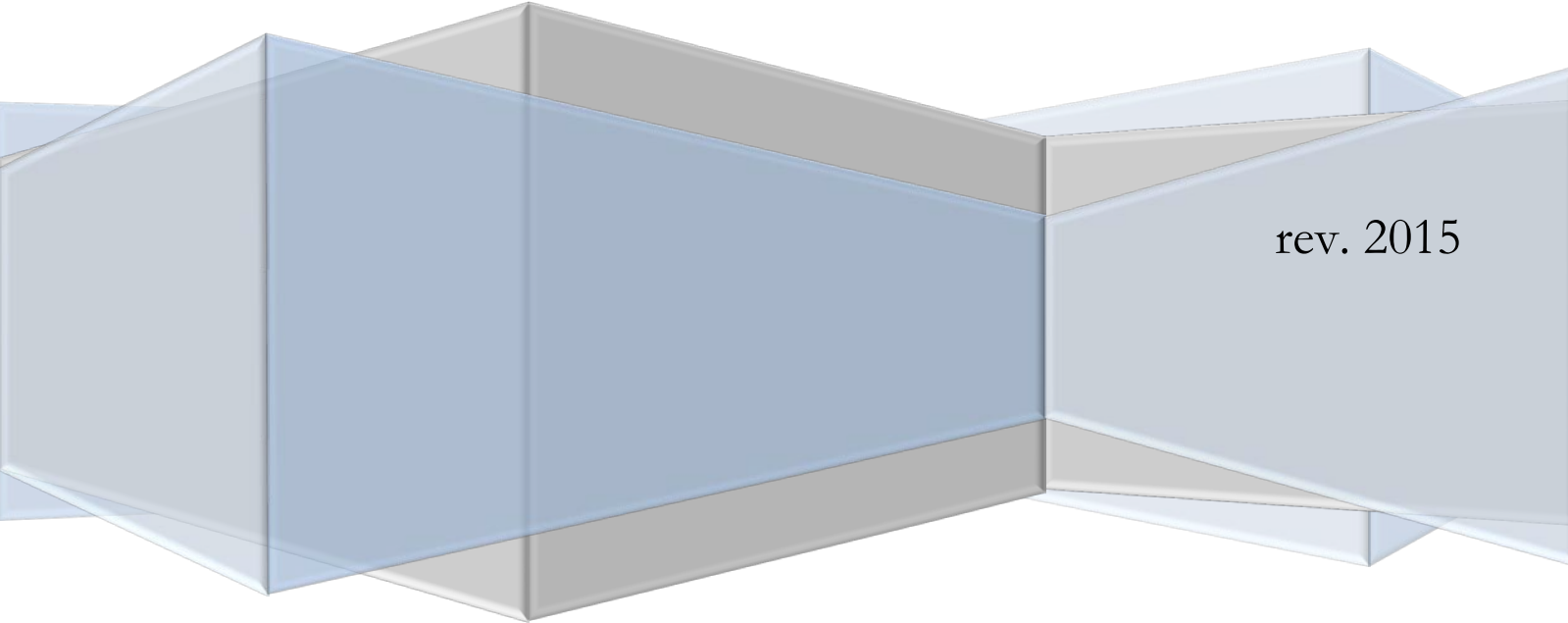

Facilities Shop Usage Policy

Florida State University Coastal & Marine Laboratory

By Dan Overlin



rev. 2015

FACILITIES SHOP USAGE POLICY

Florida State University COASTAL & MARINE LABORATORY

I. Who We Work For

All projects undertaken by the shop staff must be sponsored by a faculty member or approved by the administration. However, for minor work or repairs requiring a few minutes of time, we are happy to assist if we can.

Because the shop functions to meet the needs of the department faculty, only rarely will jobs be accepted from outside the department. However, outside-unit job requests that will be considered must originate only from persons within Florida State University. This restriction is a consequence of State of Florida laws regulating personnel comp-time and outside employment rules. FSUCML administration will evaluate outside-unit job proposals.

II. What It Costs

Shop personnel are on state lines, so there are no hourly charges for their time. The department contributes money each year to cover expendables and larger amounts from time to time when something large wears out. Faculty members are expected to PAY FOR THE MATERIALS used in the project and to cover the costs of expendables (e.g., saw blades, drill bits) that are substantially used up in the course of the work. You should always buy more than the bare minimum of materials, because there needs to be some leeway for the occasional mistake in design or execution. Lack of materials can cause delays. Also, buying extra creates stocks in the shop.

III. What the Shops Do

WOODSHOP: The woodshop staff can work with wood and most plastics. The shop is capable of a range of work, from rough carpentry to cabinetry. The woodshop will try to build almost anything. Some examples include shelving, tables, cabinets, fences, decks, bio-filters, walls and much more. Feel free to ask us to build anything and we will let you know if it is in the realm of our experience. The woodshop can assist in the design of your projects. However, projects highly technical in nature may require that you provide a “blue-print”.

BOAT SHOP: The boat shop maintains the boats at the marine lab ensuring the boats are ready for the users year round. Examples of this are keeping the engines in good running condition, tires on the trailers in safe condition, radios working, safety equipment up to date and most importantly of all – the boats afloat.

Fuel (gasoline and diesel) for the vessels is available; tank filling is done by FSUCML maintenance staff.

The boat shop staff provides assistance to users in the building and designing of small projects and provides loaner tools to users.

PIPE SHOP: The pipe shop maintains all the plumbing as well as the sea water system at the marine lab. This entails making sure the equipment is running efficiently and the plumbing is in good working order to provide clean fresh seawater throughout the marine lab. The pipe shop can build closed (recirculating) sea water systems or open (flow through) sea water systems. Examples are found in the north and south

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greenhouses which can operate either open or closed, the flow through wet tables and tanks under building #408, the raceway under #408 which can be open or closed. The tanks and wet tables throughout the marine lab are supplied with open sea water systems.

The pipe shop also maintains the marine lab's fleet of vehicles and is responsible for signing in and out vehicles to FSUCML faculty and staff with reservations. The pipe shop ensures that regularly scheduled maintenance is performed on all vehicles, the vehicles tires are kept in safe condition, and the fuel tanks are filled prior to your reserved trips.

IV. How to Use the Shop

The basic policy is to take small- and medium-sized jobs (see below for definitions) in the order in which they enter the queue. Large jobs should be scheduled well in advance to allow for the job to be worked into the normal day-to-day shop functions.

Project control: To submit a job or to begin discussions that will eventually lead to the submission of a job, speak to the shop personnel. Some jobs may require approval from administration or the facilities department. Shop personnel will let you know in a timely manner if and when your job can be accommodated. When a job is accepted, the shop personnel will want to know to which faculty member it is to be charged and any deadlines for completion of the job. Feel free to come and talk about design issues anytime.

Design stage: The shop staff will be glad to help with designing your project. This help can be as comprehensive as you need. If you can produce drawings, fine. If all you have is a sketch that is fine too. The staff can advise on materials, ways to make your project better, and ways that it can be done cheaper or faster.

Ordering materials: The shop can order most materials required for any project and bill your grant or department. However, specialty items incorporated into the project that requires expertise outside the scope of a shop should be provided.

Fabrication stage: Demand for shop services varies. As a consequence, the further in advance you schedule your project, the better chance of having it completed on schedule. We may not be able to predict with accuracy when your work will be done.

Other issues:

If you have a deadline, bring the shop into the planning process when the proposal is being written, and keep the shop informed as things progress.

If we made it and it is wrong or breaks because we made a mistake, we will repair or replace it as a priority item.

If you think that your work is needed sooner than someone ahead of you on the schedule, feel free to talk it over with them. The shop will not alter the schedule unilaterally. If you can arrange a shift in order, have the other party contact the shop to let us know the change is fine with them.

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Scheduling conflicts that cannot be sorted out between the shop and the client will be referred to administration for a final decision.

V. Other Services

The shop lends small tools on a daily or overnight basis. If you lose or damage the tool, you will be expected to supply a replacement.

VI. Emergencies (That Is, Fast Responses.)

If you created the emergency from lack of planning, we will try to help, but may not be able to. If the shop caused the emergency, we will do everything we can to remedy the situation.

Bad luck (and Murphy's Law) will not enable your job to bypass the queue and prevent someone else from getting what they have been promised and are planning on. We will do our best to accommodate you so long as it is not at the expense of someone else.

VII. Job-Size Definitions.

"s" Small Job. A small job can be done by one staff member in one day or less.

"m" Medium Job. A medium job can be done by one staff member in one week or less.

"l" Large Job. Any job requiring more than one staff-week.

VIII. Job Categories

"f" Facility (something for the building)

"t" Teaching

"r" Research