The Logan Center Shop is a dynamic production and instructional center on the first floor of the Reva and David Logan Center for the Arts. We support students enrolled in Theater and Performance Studies and the Department of Visual Arts. Our team of student shop assistants and professional staff are present to support students in their coursework by providing safety trainings, advanced skill demonstrations and trouble-shooting advice.

The Shop houses equipment for wood working, hot and cold metal working, vacuum forming, spray painting and resin casting. Hand and portable tools can be borrowed by authorized users at an equipment check-out center located in the Shop at the south entrance. In addition, we sell supplies, including wood, metal, and thermoforming plastics.

Shop policy requires that students and faculty attend safety trainings to obtain authorizations for access to each area in the Shop. To schedule training or obtain authorization for a class or as an individual, contact:

Nick Grasso, Logan Shop Manager, at (773) 834-8341 or ngrasso@uchicago.edu

The Logan Center Shop also supports a few student-generated projects not directly affiliated with DOVA or TAPS programming, accepted quarterly through a proposal process. For more information, visit the Logan Center website at arts.uchicago.edu/logan-center/logan-center-shop.
Who is eligible to use the Shop?
The Shop is open to Students enrolled in DoVA courses, undergraduate DoVA majors and minors, DoVA MFA students, TAPS / UT technical staff, Logan Center staff, and faculty.

How do I get access?
All Shop users must attend a separate safety authorization to use the wood and metal shops. The Basic Wood Shop authorization encompasses general Shop access.

What are the Shop hours?
The Logan Center Shop is open to undergraduate students Monday–Saturday, 10am–6pm. MFA students have access from 10am–12am seven days a week.

There must always be at least two people present when anyone is working in the Shop—no using tools alone.

Is the Shop open during holidays or breaks?
The Shop is generally not open during university holidays and breaks.
These are general Shop safety guidelines. Each tool also has a specific set of safety protocols that are required for safe operation. If you have not been trained on a tool, ask for instruction or obtain the proper authorization before using.

**DO**
- Use safety glasses to cover your eyes when either using or observing the use of a stationary or hand tool.
- Check the floor for slippery surfaces.
- Ensure that bystanders are not in the way of safe operation of your workstation.
- Lift heavy materials using your legs, not your back! Feel free to ask for help!
- Use hearing protection or a dust mask when producing excess noise or dust.

**DON’T**
- Carry hand tools by their power cords.
- Plug in a tool with exposed wires
- Listen to music over headphones

Additionally, we ask that all Shop users come prepared to work in the following ways:

**ATTIRE**
- Please wear closed-toed shoes. No sandals, flip flops, crocs, etc.
- Long hair and dangly accessories (necklaces, sweatshirt strings etc.) should be pulled away from your face and tied back.
- In the metal shop, leather shoes and long sleeves are required.

**MENTAL STATE**
- Each Shop user is expected to use the Shop only when they can do so safely. If you are anxious, tired, or otherwise impaired, do not attempt to work in the Shop.
- We have a zero tolerance policy for students working in the Shop under the influence of alcohol or other substances.

Basic First aid is located next to the Shop office. In the event of an injury, report the incident to nearest staff member. An accident report will be completed for all injuries.
Shared space: The Logan Center Shop houses two distinct fabrication spaces.

TAPS set builds, prop construction, and scenic painting take place on the plywood flooring in the southeast corner of the Shop.

DoVA classes and projects take place in the northwest corner of the Shop, adjacent to room 110.

NOTE: Some shared tools are stored on the TAPS project floor. If you are unsure if a tool or space is available for you to use, please ask the nearest Shop staff member.

SECURITY ALERT! Access to the Shop is only achieved through UChicago ID cards. Please do not prop doors or leave tools unattended. Label all projects and materials if stored in the shop to prevent misplacement.

Be a good Shop steward! We encourage all users of the Shop to make the space a better place by adhering to the following guidelines:

TABLETOPS: Never use a tool surface as a work surface. Lay brown paper on table surfaces before any glue-up. When finished working, clear workbenches of projects, tools, and unused materials.

CLEAN UP! When finished, sweep up sawdust and debris that has accumulated on tables and the floor during your work time. Clean and dust hand tools before returning to the tool room.

PROJECT STORAGE: The Shop has limited storage space for student projects. If your project cannot be stored in your classroom or studio, please check in with the Shop Manager to find an appropriate space. Never leave your project without first checking with the Shop Manager!

TAKE ONLY WHAT YOU NEED! While the Shop provides fasteners, sandpaper, and other consumables free of charge, please don’t make a 10 foot tall drywall screw sculpture—use only what you need.

PROMPTLY RETURN TOOLS when you are finished using them.
All Shop users must check in at the tool room before using the Shop. This room provides the following to all authorized shop users:

- Safety glasses and other safety equipment to check out
- Hand tools for checkout
- Glue, fasteners, sandpaper and other consumables
- Materials purchasing services
- Troubleshooting

**TOOL RETURN AND FINES**

**Tools are due 15 minutes prior to Shop closing on the same day of checkout.** If you need a tool for overnight checkout, make sure that you request this specifically from Shop staff at the tool counter.

**Fines are applied if Shop users fail to return tools on time or if equipment is damaged.** These fines accrue at $1/tool/hour, and can be paid through the Box Office.

The tool room will be locked all hours that management is not present. During these hours, a separate tool cabinet is available to DoVA MFA students.
The Logan Shop offers a convenient selection of various building materials and supplies. Up to date inventory can be attained in the tool room on our materials resale forms. Common items include lumber, plywood, steel, plaster, thermoforming plastic, and more.

**TO PURCHASE MATERIALS**

1. Check in with Shop staff in the tool room and fill out a materials purchasing form. If purchasing materials through a class, please make sure to note the name of the professor on the form.

2. Take this form to the Box Office, where you can pay with cash, credit, or check.

3. Bring the receipt back to the tool room and Shop staff will assist you in pulling your purchase from materials storage.

If you are purchasing materials at a time when the Box Office is not open, please fill out a credit card purchase slip, and your card will be charged when the Box Office is open.
Each quarter, Shop staff will provide regular safety and tool trainings. All Shop users are required to complete a general access wood shop training session. A calendar of available times can be obtained by emailing Nick Grasso at ngrasso@uchicago.edu.

Safety training authorizations will be offered in the following areas to all Shop users quarterly:

**BASIC WOOD SHOP**
Covers table saw, miter saw, jig saw, belt and disc sanders, drill press, panel saw, and brad nailer.

**ADVANCED WOOD SHOP**
Covers planer, jointer, router table.

**BASIC METAL SHOP**
Covers abrasive chop saw, angle grinder, MIG welder.

**ADVANCED METAL SHOP**
Can include TIG welder, stick welder, plasma cutter, sheet metal forming tools, etc.

Once authorized in the Shop, users are welcome to attend regular skill building workshops held in the Shop. These range in topic quarterly but can include:

- Panel and stretcher building
- Pedestal building
- Tool maintenance
- Wood finishing
- Angle grinder techniques
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- Wood finishing
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If Shop users are interested in learning a particular tool or skill not covered in authorization sessions or workshops, please set up a time with Nick by emailing ngrasso@uchicago.edu.

These authorization sessions are designed to give Shop users a broad base of knowledge in the safe use and operation of tools. They are not designed to be exhaustive, and we encourage all users to explore learning tools through personal projects.