Fabrication Studios - Wood Studio Security Access Pass

Date _____

To Security:

Please open room(s) _____

For _____

On the following date(s) _____

In order that he/she may work during regular college hours.

_____
Signature of authorizing faculty

I have read and fully understand the Access Policy to the OCAD Wood Studio.

_____
Signature of student

OCAD Wood Studio Access Policy

Security Passes are a privilege and not a right. Security passes are available from your instructor only. The instructor's signature gives specific after hours access to the designated area or facility subject to the following conditions:

- The student is registered in an approved course in the designated area or facility and has received instruction in the correct and safe operation of tools and equipment.
- The work undertaken by the student during after hours access must be recognized course work.
- The student is responsible for the safe operation of tools, equipment, safe materials handling and is responsible for equipment shut down at the end of the work period. Sufficient time must be given for proper clean up.
- The security pass is issued for designated student only - who further understands that he/she has no authority to allow persons without security passes to enter the area.
- A minimum of two persons must be working in the area at any time when tools and equipment are in use.
- Failure to comply with the above may result in the individual security pass being revoked.

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