

Working in the Core Technical Center Shops: Winter 2021

Preparing for your CTC consultation

Visit the [CTC Moodle](#) page to find contact information and guides for each shop.

You are welcome to contact the CTC Shop Technicians for assistance on any project but below outlines the process for department approved production in the CTC shops. Your access to this is optional and what is being offered will have limits based on maintaining COVID-19 public health protocols. Students must be registered in a department approved course before they can schedule any production time in the CTC shops. Access to campus will be determined by existing process for in person activities including Moodle training, quiz and self-evaluation pledge.

Because we have such limited capacity it is important that you a plan for your project prior to your production time in the shops. In order to schedule a time, you will first need to have a virtual consultation with one of the CTC Technicians to review and validate you project. Before you schedule that consultation:

1. Discuss the project with your professor and try to clarify what material will be used. The material selection will help determine which shop to contact.
2. Prepare a drawing with scale or reference to size. This will help the technician validate that the project scope is possible.

The purpose of the first consultation with the technician is to get the project communication rolling. The next steps will include further development of the details so the technician can verify the material availability and identify the process steps with the necessary tools. This may require several virtual consultations before you are able to schedule time in one of the shops. Please be patient, we need to plan for physical distancing and the sanitation of the tools with multiple users.

There will also be limits to what you can store on site so your completed project must be something that you can remove on your own.

Consider that with Covid-19 protocols, each part of the production process can take longer than expected and you may only have a total of 12 to 15 hours in the shops for the whole semester.

Operations in the shops are very different right now and our goal is to ensure that you can safely achieve the best outcome for your project.