

## Rules for Studio and Pattern-Making Room

- No food, no cups, no mugs. Drinking from closable bottles is allowed, but do not place them on tables or sewing-machines. Store the bottle in your bag under the table
- Keep your place as tidy after work as you want to find it. Remove bits of fabric, paper and disinfect. Use the brush and brooms provided
- Please leave your workplace as you would like to find it yourself!
- After sewing always place a piece of fabric under the presser foot and turn the needle inside to avoid oil stains
- Any trash created must be disposed of as well as work materials removed after class or work. Please observe waste separation.
- Report all technical problems of machines or furniture to your lecturers or the dean
- Open studio (after class and on Saturdays) must be registered with Student Services at least 2 days in advance during office hours. The organization and return of the tutors' key is the responsibility of the respective tutors. Only the 2nd floor may be entered at the times agreed with the tutors, otherwise costs will be incurred by the security service (alarm system)
- Write a list of attendance for the open studio
- Do not be alone in the class-rooms. Two is the minimum and one person must be a tutor. If something happens the second person must be able to call for help
- Special tools or presser feet are lend against a security with lecturers and have to be given back after class
- Bobbin capsules and bobbins are available for purchase from the FT/BKT lecturers for 15€
- Always place an extra layer of calico under your pieces on the iron-press
- The students carry the responsibility and do the maintenance for the machines. Costs of loss or damage will be shared out amongst the group
- Calico will be handed out to you by your lecturers or dean of student affairs
- Do not leave garments on the dummy and place it on the side after work

## Safety standards at work

- Do not carry any sharp items on your body (no pins between lips, no scissors in your pocket)
- Injuries have to be reported immediately to the lecturer or tutors
- Wear appropriate shoes. No high-heels or bear-foot
- Tie up long hair
- For exchanging the needle, foot or throat plate always switch off the machine first and wait for the engine to stop completely
- Always place the iron on ... Do not rest it on the pressing surface (risk of fire!)
- When you iron with steam always use the suction and keep your hands and fingers away
- Electrical cables must not be mantraps
- Aisles and escape routes must always be kept clear. Bags are to be stored under the table, dummies have to be put aside after usage

NAME: \_\_\_\_\_

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Place, date

\_\_\_\_\_  
signature student