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INTRODUCTION

Why was this document created?

This document is created for members of the Georgia Tech community looking to use the Interdisciplinary Design Commons (IDC) to have a concise and brief overview of the rules and regulations of the IDC, where safety equipment is needed and other general information to have at a glance. This document serves as a light overview of the policies, procedures, and locations of equipment at a quick glance, for detailed instructions or information consult the individual guides or a Peer Instructor.
ABBREVIATIONS USED BY THE HIVE

Hive Abbreviations
IDC - Interdisciplinary Design Commons
PI - Peer Instructor
SOP - Standard Operating Procedure

Standard Abbreviations
CNC - Computer Numerical Control
ECE - Electrical and Computer Engineering
LCR - Conductance, Capacitance and Resistance
OIT - Office of Information Technology
PCB - Printed Circuit Board

FREQUENTLY ASKED QUESTIONS

When is the IDC open?
The IDC is open from 12pm to 6pm every weekday (Monday - Friday) except for institute holidays, extreme weather, Dead Week and Finals Week. For more information on the institute holidays please refer to the institute calendar: https://registrar.gatech.edu/calendar

Are Food and Drinks Allowed in the IDC?
Yes, but only on the third floor of the IDC. Food and drinks, including water, brought into the IDC shall be immediately taken to the third floor and not kept on the first and second floor. Students on the third floor should clean up their wrappers, crumbs or any spills that occur.

What is the Difference Between the IDC and the Hive?
The IDC is name of the building and makerspace and the Hive is the student organization that oversees and operates the IDC.

Are Non-ECE Students allowed to use the IDC?
Yes. The Interdisciplinary Design Commons can be used by any current Georgia Tech student. Alumni are not allowed to use the IDC due to legal reasons but are welcome to take a tour of the space.
How do I know who is a PI in the IDC?

All PIs will be denoted by a black and white high visibility armband with a photo of the exterior of the IDC and ‘The Hive’ upon it.

**SAFETY PROCEDURES**

**Required Clothing**

**First Floor**
- Long Pants
- Closed Toed Shoes
- Safety Goggles

**Second Floor**
- Closed Toed Shoes
- Safety Glasses when Soldering

**Third Floor**
- There is no required clothing for the third floor, however a shirt, pants and shoes must be worn.

**Safety Glasses**

Safety Glasses can be found on the second floor wall by the yellow stairs, in front of the conference room, or in the receptacles located in every room on the first floor. They are used to protect eyes from any potential spills, emissions or debris the equipment.

**First Floor** - Safety Glasses are required to be worn in every room on the first floor of the IDC regardless of equipment use.

**Second Floor** - Safety Glasses are required to be worn on the second floor when soldering.

**Third Floor** - Safety Glasses are not required to be worn on the third floor.

**First Aid**

First Aid kits are located on all floors of the IDC. Use the First Aid kits as needed, but be sure to inform an PI of their use and what items were used so they can be replaced. Locations of the First Aid kits are shown on the map located [below](#).
Eye Wash and Safety Shower

Instructions on how to use the Eyewash and Safety Shower are located next to each and should be followed immediately after contact with chemicals or debris. Eye Washes are used to flush chemicals out of one’s eyes and the Safety Shower is used to wash off chemicals and irritants that were spilled onto skin or clothing. Eye Washes and Safety Showers are located next to each other, along the wall in the machine shop, production shop, and semi-clean rooms. Exact locations of the Eye Washes and Safety Showers are shown on the map located on the map below.

Buddy System

No one shall be allowed to use the equipment any of the first floor machine rooms without a PI present within the room for supervision and guidance. This procedure is in place to prevent personal injury within the IDC and have quick access to help while using the machines. Anyone found to be using any of the first floor machine shops without a peer instructor present will receive a Red Card Infraction.

INFRATIONS

Levels of Infractions

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 [Yellow Card]</td>
<td>These are low level infractions and will be given out after verbal warning from an Instructor or PI are ignored.</td>
<td>Using equipment without safety glasses on, wearing inappropriate clothing for each floor, failure to return rented items or leaving a mess behind.</td>
</tr>
<tr>
<td>Level 2 [Red Card]</td>
<td>These are serious infractions and will be given without any verbal warnings.</td>
<td>Violating the buddy system in the machine shop areas, intentional damage or vandalism to equipment and dangerous horseplay.</td>
</tr>
<tr>
<td>Level 3 [Black Card]</td>
<td>These infractions will be given after breaking any Georgia Tech policy or any state or federal law.</td>
<td>Breaking into the IDC after hours, illegal drug or alcohol use inside the IDC or breaking any local laws within the IDC.</td>
</tr>
</tbody>
</table>
Infraction Card Exchanges

Receiving two Yellow Card Infractions is equivalent to receiving one Red Card Infraction, and receiving two Red Card Infractions is equivalent to receiving one Black Card Infraction.

What will get you Kicked out or Banned?

Yellow Card Infractions will get you kicked out of the IDC for up to 24 hours. Red Card infractions will result in a two week ban from the IDC. Black Card infractions will result in a ban from the IDC for one semester. Black Card Infraction bans can roll over into the next semester if received close to Dead Week or Finals Week.
MAP OF THE IDC

First Floor
SIMPLIFIED EQUIPMENT LIST

First Floor

Machine Shop
- Drill Press
- Compound Miter Saw
- Belt/Disc Sander
- Benchtop Oscillating Spindle Sander
- Bench Grinder
- Bandsaw
- Mitering bandsaw
- Dust Collector
- Deluxe Abrasive Blasting Cabinet
- Drill
- Impact Hammer
Production Shop
- Laser Cutter
- CNC Plasma Table
- Plasma Cutter
- Vacuum Former

Semi-Clean Shop
- 3D Printers
- PCB Laser Cutter
- PCB Plating Machine
- PCB Solder Masker
- PCB Stencil Printer

Second Floor
- Oscilloscopes
- Function Generators
- Triple Power Supplies
- Digital Multimeters
- LCR Meter
- Signal Analyzer
- Single Channel Average Power Meter
- Power Sensor Thermocouple
- Three Channel Solder Rework Stations
- Windows 10 Desktops

Third Floor
- Television
- Whiteboards
- Citrix Receivers

For a more detailed explanation of each device, please reference the Equipment Overview.

EQUIPMENT CHECK OUT
Checking Out Equipment

To check out equipment at the IDC, visit the front desk on the second floor by the main entrance. All equipment can be checked out free of charge, but a form of collateral will be collected to ensure that the equipment is returned before leaving.
Eqipment Training

Patrons of the IDC will only be allowed to check out equipment that they have been trained to use by a Peer Instructor. This procedure was set in place to limit personal injury and equipment damage. Receiving training should be scheduled with a PI at the front desk on the second floor.