

# CCA FIRST YEAR STUDIOS SAN FRANCISCO ACCESS AND USE

**ADDRESS:** 184 Hooper St, San Francisco, CA 94107  
**SHOP OFFICE:** (510) 594-3750  
**FIRST YEAR STAFF:** Tianna Mackey, First Year Studio Manager, San Francisco, [t.mackey@cca.edu](mailto:t.mackey@cca.edu)  
Cinthia Lozano, First Year and Youth Programs, Studio Manager [cinthiamarisol@cca.edu](mailto:cinthiamarisol@cca.edu)  
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**FABRICATION SHOPS STAFF:** Ryan Parham, Studio Operations Manager -- Fabrication, [ryan@cca.edu](mailto:ryan@cca.edu)  
Piper Alldredge, Model Shop/Fabrication Studio Manager, [piper.allredge@cca.edu](mailto:piper.allredge@cca.edu)  
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## HOOPER CLASSROOM ACCESS HOURS:

Monday - Sunday, 7:00 am – 12:00 am while school is in session

## STAFFED TOOL AND SHOP ACCESS HOURS:

Monday - Thursday, 8:00 am - 10:00 pm  
Friday, 8:00 am - 2:00 pm  
Saturday, closed  
Sunday, 12:00 pm - 8:00 pm.

**These studios are open to First Year Students only.**  
*(Aside from San Francisco Fabrication Shops in 1111 8th St.)*

## GENERAL SAFETY WHILE USING FIRST YEAR STUDIOS

- **Never work in the First Year Studios alone** - use the buddy system or, call a Public Safety Escort, **415-703-9510** to walk you to the main campus, Blattner Hall, or BART after dark.
- **Keep the building and the people within it secure** - do not give the front door code to anyone, do not hold the door open for anyone you don't know, do not prop open the front doors, especially at night.
- **Carry a current CCA ID** at all times when on campus.
- **Do not leave your belongings unattended** anywhere on campus including First Year Studios.
- **Report all incidents** to staff or faculty and contact the Studio Manager: Tianna Mackey, [t.mackey@cca.edu](mailto:t.mackey@cca.edu)

## ACCESSIBILITY AND STORAGE

- **This is a shared studio space.** We are all responsible for its reset and upkeep!
- **Label and store projects, tools, and materials completely on designated classroom shelves.** Protruding items or objects on the floor will be thrown in the trash.
- **Large scale projects require approval** of the Studio Manager.
- **Keep fire lanes and walkways open** in case of emergency - projects and materials blocking fire lane will be thrown away. No bikes in the building.
- **Check with a Studio Manager before installing artworks in the building.** Do not hang anything from lights, vents, handrails, plumbing, or electrical conduit.
- **Reset the classrooms after use.** Store projects on shelves, return tools, throw away trash, put tables back. Failure to reset will result in early closure of the studios.
- **Students are responsible for cleaning shelves, and removing projects and materials before the last day of each semester.** Anything left behind becomes property of CCA.

## TOOLS AND MATERIALS FOR YOUR USE

- **Tools can be borrowed.** During class time the tools are there for the class. Tools will be accessible to students during open hours and students must return items before the shop closes. Tools and Safety Equipment may not be removed from the building.
- **Overnight checkouts can be arranged with the tool center** in the main building. FY core tools cannot be checked out overnight.
  - See this link for more tool center information:  
<https://portal.cca.edu/learning/shops/san-francisco-tool-center/>
- **The Materials Reuse Center is for you!** Use it and keep it clean. Ask staff before contributing materials.
- Here are some places you can buy materials! Short URL: [goo.gl/X2u2Ao](http://goo.gl/X2u2Ao)

## ALLOWED MATERIALS

- **Kiln-dried wood. Plywood. Hard and softwoods.**
- **Recycled or found materials only** if inspected and approved by a Studio Manager -- we will inspect for toxic paint, embedded metal, or other dangerous materials.
- **Wood glue or water-based paint can be used.** Protect the tables! There must be clean paper under the project, and drips or spills must be cleaned.
- **Don't know if a material is allowed? Ask a Studio Manager about Safety Data Sheets and how to read them!**

## BANNED MATERIALS

- **No liquids or messy substances (including food or drink) in studios.**
- **No aerosols (Spray paint or fixative), two-part resin, or other materials that require a respirator in the FY Studios, on the balcony, or in neighboring parking lots.**
- **Polyurethane, turpentine, shellac, or varnish**
- **No materials that need to be disposed of in a Hazmat container**
- **No pressure treated wood, composite plywood, or MDF.** These materials and their dust release toxins.
- **No foam** (balsa, Renshape, urethane, styrene).
- **No plaster or concrete** in the Hooper building
- **Don't know if a material is allowed? Ask us!**

## MATERIALS DISPOSAL

- Clean, reusable wood without glue or metal may be placed in scrap bins -- ask us first!
  - Unusable wood or small scraps should be placed in the garbage bin or dumpster.
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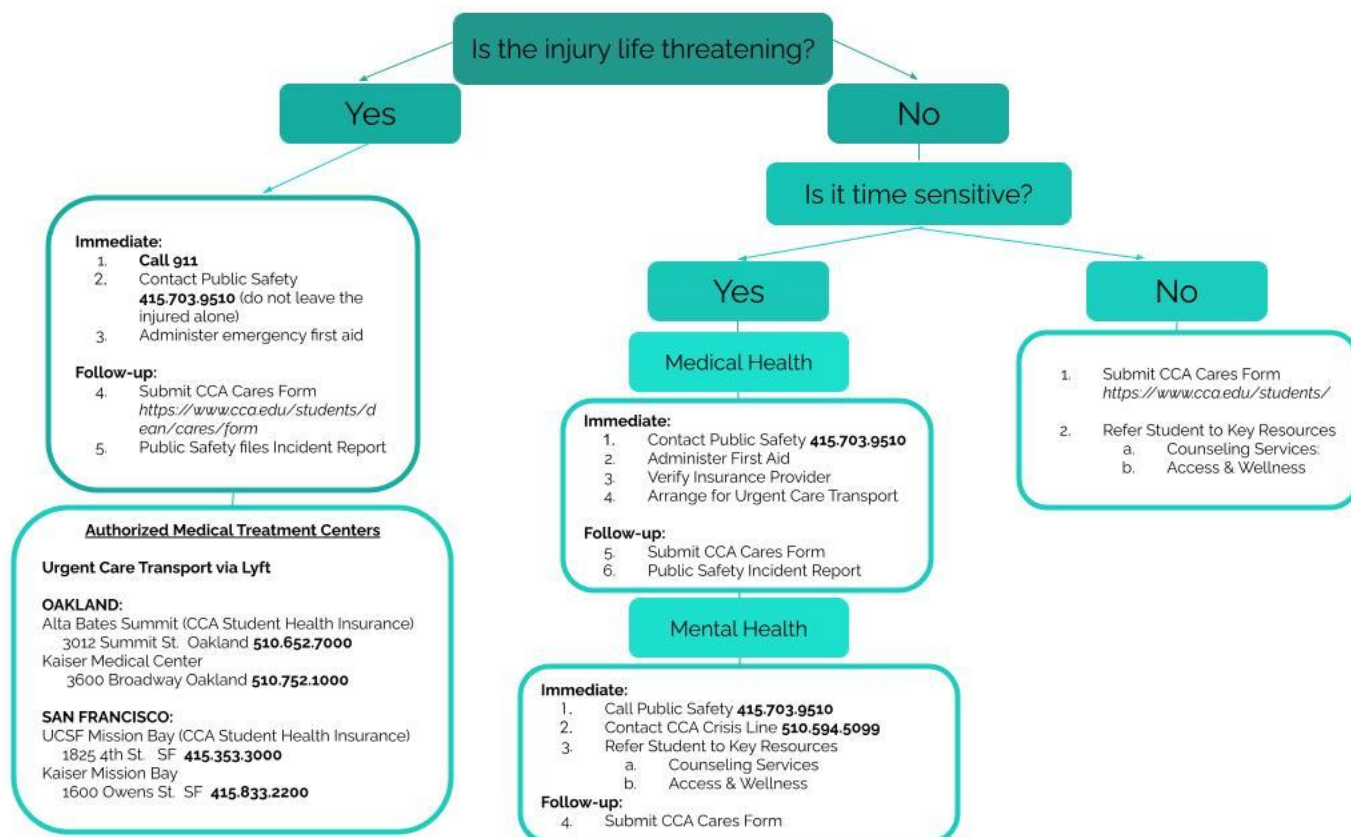
## ACCIDENT PROCEDURES

### IMPORTANT NUMBERS TO PROGRAM IN YOUR PHONE

CCA PUBLIC SAFETY MAIN: 415-703-9510  
SF PUBLIC SAFETY PATROL/AFTER HOURS CELL: 415-726-2061  
SAN FRANCISCO POLICE/FIRE: 415-338-1449

Calling 911 from your cell phone does not reach San Francisco Emergency services directly. Use San Francisco direct numbers above or call from a landline. To reach an outside line from any CCA phone, dial 8 first.

# Student Emergency/Injury Response Procedure



## RESOURCE LINKS

### Student code of conduct:

<https://portal.cca.edu/thriving/student-handbook/student-code-conduct/>

### Studio Use Policy:

<https://portal.cca.edu/thriving/student-handbook/studio-use/>

### Tool Center Resources

<https://portal.cca.edu/learning/shops/san-francisco-tool-center/>

### 3D access and use

<https://docs.google.com/document/d/1VpbY8IB9eikyHcUbnENASTyillmMnpCpnBYa8yo1wsU/edit?usp=sharing>