

CCA FIRST YEAR STUDIOS

Faculty Resources

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
Cinthia Lozano, First Year and Youth Programs, Studio Manager cinthiamarisol@cca.edu
Hannah Tuck, Studio Operations Manager- First Year/Grad Studies. htuck@cca.edu

FABRICATION SHOPS STAFF: Ryan Parham, Studio Operations Manager -- Fabrication, ryan@cca.edu
Piper Alldredge, Model Shop/Fabrication Studio Manager, piper.allredge@cca.edu
Ivan Berejkoff, Model Shop/Fabrication Studio Manager, iberejkoff@cca.edu

HOOPER BUILDING (GC21,GC22, AND GC23) HOURS:

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

STAFFED HOURS (TOOL ACCESS):

Monday - Thursday, 8:00 am - 10:00 pm

Friday, 8:00 am - 2:00 pm

Saturday, closed

Sunday, 12:00 pm - 8:00 pm.

Hello and welcome to the First Year studios! The FY studio team is composed of two Studio Managers- Tianna the day manager and STUDIO MANAGER 2, the night and weekend manager. Along with our wonderful team of workstudy, we're here to assist all first year students and faculty with anything related to instructional fabrication.

ACCESSIBILITY AND STORAGE POLICY

- **These studios are open to First Year Students only.** Faculty may use the studios upon request and only for the preparation of FY class materials.
- **You will be assigned one white locker in the hallway one week before the fall and spring semesters begin.** if you require more than one locker, please email your studio manager during the first week of classes, and you will be assigned a second locker if any still remain.
- **All projects should be stored on your classroom shelf and labeled-** encourage students to take home projects after critiques and label work left on shelves, with their name, CCA email, and professor/class name. Protruding items or objects on the floor will be thrown in the trash.
- **Large scale projects require approval** of the Studio Manager as storage space is limited. Please have you student communicate with the studio manager before beginning oversized projects.
- **Keep fire lanes and walkways open** in case of emergency - projects and materials blocking fire lane will be thrown away. No bikes inside 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.** please plan for the last hour of your final class to be dedicated to cleaning.

ALLOWED MATERIALS	BANNED MATERIALS
<ul style="list-style-type: none"> • Kiln-dried wood. Plywood. Hard and softwoods. • Recycled or found materials <u>only</u> if it is inspected and approved by a Studio Manager • 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. 	<ul style="list-style-type: none"> • 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 •

FACULTY RESOURCES:

Studio Management:

<https://portal.cca.edu/learning/shops/first-year-studios-sf>
510.594.3750

Studio managers and workstudy are here to help maintain the studios and ensure the safety of all shop users. Common issues that studio management can help with are but not limited to:

- repair and clean up of fy studios and classrooms
- project development support
- workstudy issues
- class orientations
- make-up 1:1 student orientations
- class tool demos
- long term project installation
- student injury/ student crisis
- equipment purchasing/repair
- restocking materials; inks, paper rolls, photo paper, push pins, tape, glue sticks, etc
- Permanently moving furniture, classroom layout suggestions

Technology Services and Helpdesk

<https://portal.cca.edu/essentials/technology-services/>
<https://portal.cca.edu/help-desk/submit/>
510.594.5010

Technology services is here to help you with software, CCA webservices, and mitel phone services. Please reach out to them for issues like:

- wifi and SSO issues
- papercut and printer network issues
- issues with lab computers and scanners
- issues with moodle, portal, and other CCA educational websites
- software support
- Mitel phone troubleshooting

Media Center AV repair and equipment rental

<https://portal.cca.edu/learning/shops/media-centers/sf-media-center/?q=media%20ce>

415.551.9240

Located next to Timkin Hall, the Media center is your go to stop for equipment rentals or troubleshooting classroom AV systems. Forgot your laptop? Cant get the sound to work in your classroom? They can help with:

- Projector Troubleshooting
- Sound and speaker troubleshooting
- classroom monitor troubleshooting
- camera and equipment checkout
- laptop checkout and troubleshooting
- hardware support

Tool center and other shop resources

415.551.9291

The tool center is located at the top floor of 1111 and is sandwiched between all of our shops. The tool center is a massive tool library with both hand tools for check out and keys to rent specific rooms and especially machines. In this general wing of the building you can access:

- overnight tool checkout
- spray booth
- metal shop
- digital fabrication
- 2D shops and printing
- sanding room/lab zero

ACCIDENT PROCEDURES

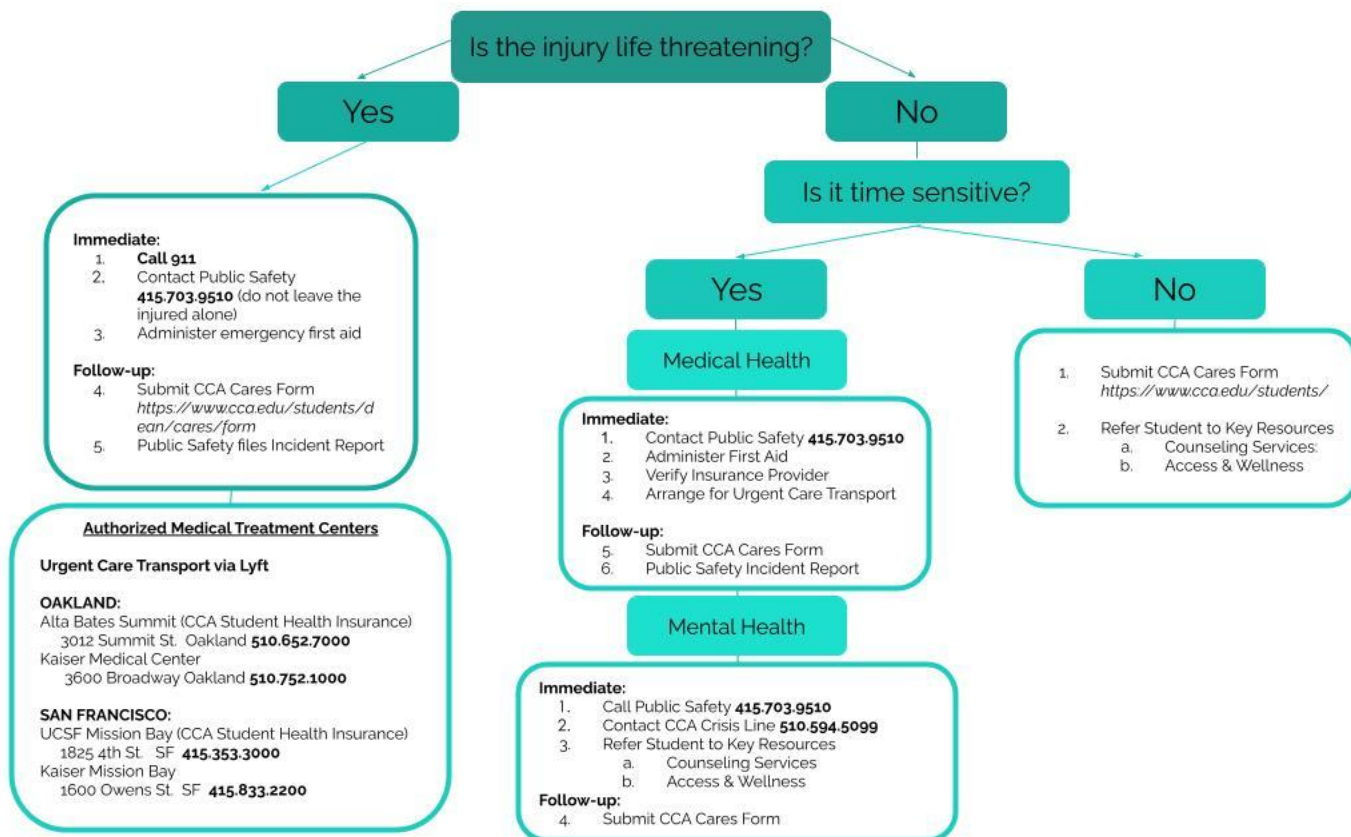
IMPORTANT NUMBERS TO PROGRAM IN YOUR PHONE

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.



FURTHER RESOURCE LINKS

[Student code of conduct:](https://portal.cca.edu/thriving/student-handbook/student-code-conduct/)

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

[Studio Use Policy:](https://portal.cca.edu/thriving/student-handbook/studio-use/)

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

[Tool Center Resources](https://portal.cca.edu/learning/shops/san-francisco-tool-center/)

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

[CCA Cares](https://portal.cca.edu/thriving/dean-students/cca-cares/)

<https://portal.cca.edu/thriving/dean-students/cca-cares/>