

## How to Fill Out and Submit a Shop Work Requests

Teams may request that parts be fabricated by TSD. Prior to submitting any part for manufacture, students are required to consult one of the TSD shop supervisors: Mike Superczynski, Dave Majerowicz, or Brandon Stanley. Once you have talked through your ideas with you TSD representative and one of the gentlemen mentioned above, please submit a shop work request through your team mentor. At a minimum, requests must include:

- [Project Work Request Form](#). Instructions as to how to fill it out can be found [here](#).
- At least one professional engineering drawing (submitted on a separate sheet of paper, as opposed to included in block 9 of the Project Work Request Form). The drawing must have the following features:
  - Landscape format
  - Three orthographic views (A3 - top, front, right)
  - One isometric view (upper right-hand corner)
  - Properly scaled, dimensioned, and toleranced
  - Title block filled out completely including desired material and correct units
  - Other views such as detailed, section, or auxiliary views as required
  - **Signature** from the team mentor or technical advisor

If the part(s) and drawing(s) are rendered in SolidWorks, it is also useful to send digital copies to the shop supervisor you worked with to develop them. These will be submitted *in addition to* not *instead of* the above paperwork.

If at all possible, orders for multiple parts should be submitted together along with an assembly drawing and a bill of materials. This will provide the technician fabricating your parts with the big picture, enabling them to bring their considerable expertise to bear in situations where your instruction is unclear to them.

A copy of each work request will be maintained in the team shared folder.

Sometime around the eighth week of the fall semester, each team will meet with the machine shop leadership to discuss their selected design. During that meeting, TSD will provide you with an estimation of how many hours they think will be required to fabricate your design – a figure that will be refined after subsequent meetings. The team TSD liaison will track the number of hours used compared with the number of hours assigned to ensure fair access to shop resources for all teams.

Our shop technicians are experienced professionals. Each of them has seen hundreds of Capstone projects. They represent an excellent resource and are eager to help you with your project. Be sure to involve them in every stage of the design process.