

DANIELS STUDENTS FALL 2020 SPACE AND RESOURCE ACCESS GUIDE

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SPACE AND SUPPORT ACCESS

DO YOU NEED...

ACCESS TO DANIELS BUILDINGS?

One Spadina will be open Monday to Friday 9:00am – 4:00pm. Students may access the building with their fobs outside of these hours.

Earth Sciences Building (33 Willcocks) will be open Monday, Wednesday, Thursday, Friday from 10:00am – 3:00pm, and Tuesday from 9:00am – 4:00pm. Forestry graduate students (PhD, MScF) may access the building by request through their supervisors.

North and South Borden will be closed this term, with exceptions for MVS graduate students who may access the building using fobs.

A PLACE TO WORK IN ONE SPADINA?

Book workspace in studio or commons at the [Daniels Space Management booking calendar](#). Bookings can be made in 1, 2, or 3 hour increments in selected spaces of the building. Please adhere to only working at the desks which you have scheduled.

A PLACE TO WORK IN EARTH SCIENCES?

Forestry graduate students who have been assigned offices in the building for 2020 have restricted access this fall through [Forestry's Online Booking System](#) that will ensure only one student at a time per office. Forestry students who are eligible to receive keys for labs/offices in ECS should email Laura Lapchinski at laura.lapchinski@daniels.utoronto.ca.

ACADEMIC ADVISEMENT?

The **Office of the Registrar and Student Services (ORSS)** will be open Monday to Friday 10:00am – 4:00pm. Students can contact ORSS at registrar@daniels.utoronto.ca for questions and advising appointments.

IT SUPPORT?

The **IT HelpDesk** will be open Monday to Friday, 10:00 am – 4:00 pm. No appointment is necessary; support will be provided on first-come first-served basis. Online remote support will remain available (and is the preferred method of IT support at this time).

RESOURCE ACCESS

DO YOU NEED...

FACE MASKS OR FOBS?

To pick up a **facemask** or **fob** or for any current student fob concerns, please book an appointment via the [Daniels Registrar Office calendar](#).

WORKSHOP/METALSHOP?

All access to the **Workshops** will be through appointment only. The Workshops are open Monday to Friday, 10:00am – 4:00pm. Only academic work will be approved for access to the Workshops. Please email Naveed Khan at navi.khan@daniels.utoronto.ca to schedule access.

LASER CUTTERS?

The **Laser Cutter Lab** has been reduced to three machines. There will be no training during the Fall 2020 term. Only trained Daniels Students may sign up to use the Laser Cutter Lab. You can sign up online at the [Daniels Laser Cutter Bookings calendar](#) for a 1-hour laser cutting timeslot.

CNC OR WATERJET?

See the [Daniels CNC Resources](#) page and [Daniels Waterjet Resources](#) page for instructions on how to submit a project. Once your file is approved, your project will be scheduled. Please prepare your material ahead of time.

3D PRINTING?

3D Print submissions will be managed digitally this term. See our [Daniels 3D Printing Resources](#) page for instructions on how to submit a print. Once your project is approved remotely, it will be printed and you will be notified via email on how to pick up your print.

PRINTING AND PLOTTING?

Printing and Plotting in One Spadina will be available 24/7 to students with fob access in room DA177A.

AV OR IT EQUIPMENT?

If you need to borrow equipment, you must submit a [Service Ticket Request](#). IT staff will respond with instructions on how to pick up your equipment.