

Pratt's Research Studios @ Pfizer: Guide and Resources

If you have any additional questions, please reach out to Pfizer's Technical Director, Rebecca Erde (rerde@pratt.edu office: 718.687.5221). In case of emergency, Pfizer Security's phone number is 929-746-8244. **Pratt's Security number is 718-636-3540.**

Address

630 Flushing Avenue
7th Floor
Brooklyn, NY 11206

Walking

It is a 30 minute walk from campus, approximately 1.3 miles.

Subway

Take the G train to the Flushing Avenue stop and walk east on Flushing. The building is on the south side of the street.

Card Swipe Access

Students, faculty and staff who work at Pfizer will automatically be added to the card swipe access. If you have any problems with your card not working, please email Rebecca Erde (rerde@pratt.edu) with your Pratt ID number.



Shuttle Schedule

See Pratt Shuttle schedule here:

<https://www.pratt.edu/resources/pratt-shuttle-monday-friday-schedule/>

Parking

Daily parking is \$250/month. If a student, faculty, or staff member is interested in leasing a parking space, please have them reach out to Gautam, Director of Leasing: Phone: 718.360.9506

gdua@acumenny.com

You can use the loading dock to drop off supplies. If you plan to do this, please email Rebecca Erde (rerde@pratt.edu) 48 hours in advance to notify Pfizer Security. Otherwise, you must find street parking.

24 hour access and Weekend Access

The building is open 24/7. Please inform your students of the following:

Building Access - Flushing Avenue Entrance Hours

Weekday Schedule:

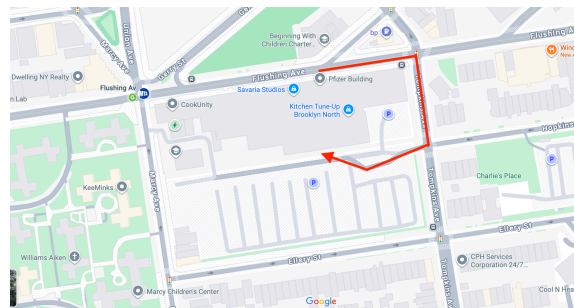
- Open: 3:30 AM - 8:00 PM (Monday through Friday)
- Closed: 8:00 PM - 3:30 AM

Weekend Schedule:

- Closed: Friday 8:00 PM through Monday 3:30 AM

Alternative Access When Flushing Avenue Entrance is Closed, South Lobby Entrance:

All visitors must use the South Lobby entrance located in the parking lot off Tompkins Avenue.



Accessibility

The Pfizer Building has 4 passenger elevators. Check back for more information soon.

Food Options

1st Floor - Mademoiselle's Coffee and ATM

5th Floor - Best Damn Breakfast Burrito

8th Floor - Mille-feuille Bakery (cash only) + The Hatch (serves breakfast and lunch)

If you order from GrubHub or UberEats, you must meet the delivery driver on the first floor.

The water filtered fountain is located near the elevator.

Kitchen and Kitchenette

There is a full kitchen in the 730 Commons and a small Kitchenette in 709 the Atrium. Both have Keurig Coffee machines and electric kettles for your use. Students are responsible for purchasing K-Cups and tea. Microwaves and toasters have been ordered. There are also 3 refrigerators available. The Kitchen in the Commons has full cooking equipment. **Please remember that this is a shared space and we want to keep them clean and tidy.** If either space is running out of plates, utensils, or cleaning supplies, please email Rebecca Erde (rerde@pratt.edu).

Allotted Furniture in Studios

Check back for more information soon.

Guests

Guests are allowed but you must email Rebecca Erde (rerde@pratt.edu) the visitor's name, affiliation, and time of visit. You must do this 24-48 hours in advance of their visit.

Deliveries

You can receive deliveries at Pfizer. The shipping address is:

(your name)

Pratt Institute

630 Flushing Ave

Suite 700

Brooklyn, NY 11206

Amazon and USPS are delivered to the package room on the first floor. The package room is located on the south side of the building near the back door. Other packages will be delivered to suite 700. You are responsible to pick up your packages.

Large Deliveries

If you are making or receiving any large deliveries, you must use one of two freight elevators. If you are ordering large items, such as lumber, **you MUST be present for its delivery. If you are not present, the order cannot be received.** We have an A-frame, a pallet jack, and multiple carts available for you to borrow in the wood and metal shops. Carts are not allowed in the passenger elevators.

Room Reservation

Please use Course Dog to reserve rooms. Course Dog is available on OnePratt. faculty can use CourseDog but may need to sign up for an account first using the form: https://docs.google.com/forms/d/e/1FAIpQLSej45brpuBGgiZM-l8N8q6OvRBh1drbX2IAE9WG_ER4Yb4NHQ/viewform

Give/Take

In Studio 42, we have a Give/Take area similar to the one on the main campus.

Projectors and Projector Screens

We have 8 projectors available for use that are located in the Atrium. **You can reserve**

the projectors on [Q-Reserve](#). We have 2 projector screens that are also located in the Atrium. **These are also available on [Q-Reserve](#).**

Cubicles

Students are able to apply for a cubicle [here](#). We have 35 cubicle spaces available.

Wi-Fi

The strongest Wi-Fi on the 7th floor is PrattSecure5G, particularly for video calls or streaming.

E-Scooters and E-Bikes are NOT allowed in the Pfizer Building. There is bicycle parking at the back of the building by the parking lot.

There is a private Lactation Room available for use in Room 712. Ask Rebecca for access.

There is a Faculty Supply Cabinet with coffee and office supplies. Ask Rebecca for access.

Pfizer Resources

Woodshop

The Wood Shop will open on August 26th, 2025. **You must follow the posted rules regarding safety at all times.** The hours for the Woodshop are as follows: (these times are subject to change)

Monday - Closed

Tuesday - 9am - 5pm

Wednesday - 9am - 5pm

Thursday - 9am - 5pm

Friday - 9am - 5pm

Saturday - Closed

Sunday - Closed

A technician will be present during these hours for instructional support. The shop will close from 12pm to 1pm everyday for lunch but tool check out is still available. **If you have any questions on the operation of any machine, always ask the technician before using.** We have various hand tools for check out. Please remember that this is a shared resource. We ask that you prioritize safety, respect and cleanliness.

Metal Shop

The metal shop is a work in progress. If you have inquiries about using the metal shop, please reach out to Rebecca Erde (rerde@pratt.edu). *There will be no welding at Pfizer.*

Plaster Room

We have a Plaster and mold making room available Monday-Friday 9am-5pm. Please ask a technician or Rebecca to let you in.

Spray Booth

There is 24 hour access to the Spray Booth in room 706. Follow the signs to turn the filtration booth on. **You may only use Water-based paints.** Remember to let your

paint off-gas prior to bringing it to your studio. **Please clean up after yourself and avoid spraying the clear plastic curtains around the machine.**

Sewing Machine

There is a sewing machine for general use located in 709. You must supply your own materials. Please contact Christina Thurston, Operations Manager, Fashion (cthursto@pratt.edu) before using it the first time to review operational rules.

Printing

Printing is self service at Pfizer. Two printers (8.5"x11" and 11"x17") are installed in Room 724 next to the Fashion Office in the West Studios and in Studio 21 in the South Studios. Printing is free. Students must supply their own paper which will work with a laser printer. Do not attempt to print on materials that may damage the printer. You can sign into the computer at either station to print. Please notify Rebecca (rerde@pratt.edu) if the printer is out of ink or is malfunctioning.

Plotter

Plotting is self service at Pfizer. There are two plotters available for use at Pfizer in Studio 21 in the South Studios. The paper is 36" wide. Paper and ink are supplied by Pratt. Please notify me (rerde@pratt.edu) if the either plotter is out of ink or is malfunctioning.

Laser Cutter

The Universal Laser Cutter is open for use. The laser cutter will be on Q-Reserve once it is ready. You must be trained prior to making an appointment. Sign up for a training appointment.

Appointment Policies:

If you have not taken our one-hour Laser Certification course, you will not have access to Laser Cut appointments.

Any unbooked appointments are open for walk-ins.

If you are more than 15 minutes late to your appointment, your time slot will be forfeited and your machine will be open for walk-ins.

Walk-In Policies:

Walk-in appointments are available for the laser if it's not booked.

Walk-ins are allowed one hour on their assigned machine or until the next appointment arrives.

Hours

Monday: 9am - 5pm

Tuesday: 9am - 5pm

Wednesday: 9am - 5pm

Thursday: 9am - 5pm

Friday: 9am - 5pm

Saturday: Closed

Sunday: 9am - 5pm

Silk Screening

Check back for more information soon. We have a new exposure unit for creating screens.

Photo Studio

The Photo Studio (in room 713) is open to all current students and active faculty in the School of Design and the School of Architecture. The large seamless backdrop is 103" wide and the smaller seamless is 53" wide with 3 color options: white, black or gray. The space is equipped with dedicated daylight balanced LED continuous-lights on light stands with soft-box light modifiers. There is 24 hour access. **You can reserve the Photo Studio on [Q-Reserve](#).**

3D Printing

We are excited to offer self-service 3D Printing at Pfizer located in Studio 22. We

have 1 Bambu Carbon x1 and 2 Prusa i3 MK3S+. Please see below for how to sign up and use it.

- 3D Printing is free but you must provide your own filament
- Filament must be 1.75mm diameter
- PLA and TPU are allowed on these printers. If you are using TPU on the Bambu, you must remove the Bowdon tube on the back of the machine. Please ask for help if you are unsure how to do this.
- The 3D Printer is located in Studio 22, across from my office
- You may only use the printers for 24 hours and you are not allowed to reserve the printers for 2 days in a row
- **You can reserve the three 3D printers on [Q-Reserve](#)**

The bed size is 18"x32".

We are implementing new rules for the printers. If you are 30 minutes late, you are considered a no-show. After 3 no-shows, you will lose access to reserving and can only do walk-ins.

Scanner

Scanning is self-service at Pfizer. Scanning is free. Students must provide their own computer. The scanner is a Plustek OpticPro A320E Flatbed Scanner. It has a scan area of 12" x 17". You will need to download the driver (see QR code below). It is located in the new area in Studio 33 in South Studios. Do not attempt to scan any materials that may damage the scanner. There is a cable with an adapter to connect

to your laptop. You will be able to reserve the scanner via Q-Reserve.

Vinyl Cutter

Vinyl Cutting is self service at Pfizer. Vinyl Cutting is free. Students must provide their own vinyl and transfer paper. The cutter is a Silhouette Cameo 5. It has a maximum width of 12 inches. You will need to download the Silhouette Studio application (see QR code below). It is located in the new area in Studio 33 in South Studios. Do not attempt to cut any materials that may damage the cutter. You will use Bluetooth to connect to your computer. You will be able to reserve the scanner via Q-Reserve.

Safety Info about Pfizer

Production Labs @ Pfizer

Knit Lab

The School of Design Production Labs Knit Lab is located in room 722 of Pfizer. The hours are as follows:

Monday - Closed

Tuesday - 9am - 5pm

Wednesday - 9am - 5pm

Thursday - 3pm - 6pm

Friday - 9am - 5pm

Saturday - 11am - 3pm

Sunday - Closed

If you have any questions regarding use or access, please email sodknitlab@pratt.edu.

Please note that this resource is under the School of Design Production Labs.

You can find their website here:

<https://www.pratt.edu/design/homepage/school-of-design-labs-and-studios/>