Fab Lab Policies

Daily usage policies:

-Users must sign in every day they use the lab using a ONECARD or 900-number

-Users must obey all safety rules and directives of the Fab Lab staff *(see Lab safety rules)*

-Fab Lab staff has the right to deny a user access to a machine only if the user does not abide by Fab lab policies.

-All users must take the "Fab Lab Introduction" course through CCBC's Continuing Education Department or have Fab Lab certification through a CCBC employee/student workshop.

-All materials must be cleared with a member of the Fab Lab staff before use.

-Users are required to supply or purchase their own materials unless otherwise directed by Fab Lab staff.

-Any consumables purchased from the Fab Lab must be fulfilled at the Bursar's office during that user's visit unless they must return to the lab to pick up those consumables at a later date.

-Users are required to closely monitor the equipment they are running at all times.

-Storage of materials is prohibited in the Fab Lab. Materials left in the Fab Lab are subject to removal without notice. This includes digital data. Always have a backup.

-Users must comply to the Fab lab's rules on production in the space *(see Rules on making in the Fab Lab)*

-Users must clean up their work area and machine they are using before leaving the Fab Lab.

-No machine, computer, or configuration is to be modified without consent from Fab Lab staff.

-Users are responsible for letting Fab Lab staff know of any problems with any equipment immediately. This may alleviate costly repairs or equipment shutdowns.

-All children under the age of 16 must be accompanied by a parent or guardian. *(see Minors in the Fab Lab)*

-Additional rules may be implemented at any time and are at the sole discretion of Fab Lab staff.

Lab Safety Rules:

-When using any non-encased tool (encased tool being a tool that operates within a closed space like the laser or 3D printers) users must wear proper eye protection.

-Proper hearing protection must be worn while using the Shopbot CNC router.

-No open-toed shoes are permitted in the lab.

-While using any reciprocating tool, hair must be tied back.

-Closely monitor machines that are in use.

-Do not run in the lab.

-Do not bring in any unknown materials into the lab. Check our list of approved materials before bringing anything into the lab. If you are not sure about a material, check with a staff member before bringing it in.

-Aerosols are not permitted in the lab.

-The use of any materials that have harmful fumes are prohibited in the lab.

-Do not use any piece of equipment you do not know how to operate.

-Any form of misconduct towards machines, other users, or Fab Lab staff will lead to an immediate and permanent banishment from the lab.

Rules on Making in the Lab:

-Large amounts of sanding are prohibited in the lab.

-Applying any type of stain, sealant, paint, or finish to a project is prohibited in the lab.

-Users are limited to one table while working in the lab unless otherwise directed by Fab Lab staff.

-The making of any weapon, weapon-like object, or parts of a weapon is prohibited in the lab. Failure to observe this rule will lead to immediate and permanent banishment from the lab.

-Users are limited to reserving the laser cutters and the Shopbot CNC router for a maximum of 12 hours per month per machine unless they receive written permission from the Lab manager.

-3D printing users are limited to running prints on our printers for a maximum of 36 hours per month unless they receive written permission from the Lab manager. This rule also applies to people inquiring through our 3D printing service.

-Users are limited to reserving the Roland VersaPrint vinyl cutter for a maximum of 6 hours per month unless they receive written permission from the Lab manager.

-Users are limited to reserving the Formbox vacuum former for a maximum of 4 hours per month unless they receive written permission from the Lab manager.

Minors in the Fab Lab:

-Children under the age of 16 must be accompanied by a parent or guardian at all times while in the lab.

-Children under the age of 16 who want to take a course in the Fab Lab must acquire permission from the instructor of the course and have a parent or guardian register for the class along with them unless the parent or guardian has already taken the course at which the parent or guardian must still accompany them during the class.

-Children apart of a planned Fab Lab summer camp session must be supervised by a non-Fab Lab camp counselor(s) at all times.

-Children are not exempt from lab fees.

CCBC Faculty and Staff use:

-All faculty and staff of CCBC who want to use the lab are required to either take the Intro course though ConEd, an organized employee workshop, or a special contract course.

-All consumables used by faculty and staff must be paid in full through the Bursar's office.

-All faculty and staff are required to abide by the Fab Lab's open hours and make reservations to use the space unless given permission by the Lab manager.

-If a faculty member wishes to show students the lab space, that faculty member must email the lab manager to schedule a time to come to the lab.

-If a faculty member wishes to bring students in to use the equipment, that faculty member must email the lab manager to schedule a time to come in and be prepared to teach their own students. These students are not certified to come into the lab without their teacher.

-If a faculty member wishes to have their student(s) certified to come in and use the lab without a teacher present, that student either must take the Intro to Fab lab course or a special contract course must be organized with the lab manager and Continuing Education.

-If a faculty member wishes to utilize the 3D printing service for a class, that faculty member must work with the Lab manager to make sure all consumable costs are covered.

-Faculty and staff are exempt from lab fees however they are not exempt from time restrictions on machines unless given permission by the Lab manager.

-Faculty and staff must sign into the sign in computer upon arrival to the lab.