

CAED / FabLAB

Mission:

Provide a safe and reliable facility for research and exploration in design and fabrication processes using the inherent tools, materials, and technology.

General Rules:

- The use of the FabLAB and equipment without proper training is a violation of the Kent State University Code of Student Conduct and CAED FabLAB Policy.
- Violation of rules and failure to comply with FabLAB Staff may result in loss of access privileges.
- A FabLAB staff member or student assistant must always be present. Never use the shop alone.
- Those under the influence of impairing substances will not be permitted to work in the FabLAB.
- Facility use is subject to the approval of a supervisor and may require a Project Use Request Form.
- Keep work areas and material paths associated with machines clear for use.
- No food or drinks are allowed in the shop spaces.
- The FabLAB is for academic pursuits only.
- Be aware of your surroundings.
- Appropriate Attire is required.

Tools and Equipment:

- Never talk to or distract someone operating a machine or other tools and equipment.
- Report all incidents or accidents to a supervisor.
- Always inspect a tool before use to ensure safe operation. Ask for assistance when needed.
- Notify a FabLAB Staff member if the tool or equipment is in disrepair.
- Do not attempt to use or repair any equipment tagged as broken or under maintenance.
- Use equipment only when guards are in place and working order. Do not remove guards.
- Keep fingers and hand 4-6" away from blades and cutting tools on power equipment.
- Always use a push stick or paddle to move material through a blade when appropriate.
- Do not use the surfaces of stationary tools for sanding, project assembly, layout, applying finishes, etc.
- When finished with the equipment, users must turn the power off, wait for motion to stop.
- Tools must be returned to the proper storage place.
- When finished clean the work area with a brush and vacuum.
- Remember to unplug/de-energize the tools when changing blades and bits.
- No power tools may leave the FabLAB without written permission from FabLAB management.
- Hand tools may be signed out with a FabLAB Staff member.

Materials:

- Do not dispose of cement-based or plaster-based materials or clean related tools in the sink. Use a bucket filled with water to rinse out excess material.
- Ask for assistance when using and disposing of solvents, finishes, chemicals, and other hazardous materials.
- Consult the shop manager or assistant manager for approval before storing materials or projects in the shop.
- All materials to be processed in the FabLAB require inspection before use with FabLAB tools and equipment.
- Do not process metal or cast material with any tools not designated for those specific materials.
- Some available materials pose health hazards and may not be used in the FabLAB.
- Consult a FabLAB Staff member before material purchase if you are unsure.

Guest Visitors:

- The use of the FabLAB and equipment without proper training is a violation of the Kent State University Code of Student Conduct and CAED FabLAB Policy.
- Any Kent State University affiliated person having completed the FabLAB safety training may accompany guests and are responsible for guests and ensure that safety protocols are applied.
- Guests are not permitted to use any tools or be within the immediate vicinity of machines in use.