



Fab Lab BCN: Conditions of Use

1_General Premise

The use of Fab Lab BCN facilities is restricted to IAAC academic endeavors. Students, Faculty and IAAC Staff have preference of use of these facilities, by following the regulations established in this document. Commercial use of the CNC machines is strictly prohibited, unless specifically accepted by the direction of IAAC. In that case, the use of Fab Lab BCN facilities will be ruled by different guidelines, previously established with the direction of IAAC.

The **User** (Student, Faculty or Staff) is defined as the holder of the use of Fab Lab BCN facilities, for a specific amount of time and activities, as previously authorized by IAAC. The User is not allowed to use the Fab Lab BCN facilities without the presence of a Shop Operator, unless otherwise agreed with IAAC. The **Shop Operator** is the person designated by IAAC to assist the User during his/her utilization of the Fab Lab BCN facilities. Faced with a technical difficulty or any kind of emergency, the User is compelled to follow the instructions and suggestions of the Shop Operator.

IAAC reserves the right to suspend the Fab Lab BCN privileges to any User who does not respect the following guidelines:

2_Guidelines:

Scheduling: The Fab Lab BCN will be open from 10 am to 4 pm every day of the week. All machines are available to students during these hours, if they have previously reserved a time (laser cutter & vinyl cutter) or made a specific appointment with the Shop Operator (3D Printer & CNC Mill). According to IAAC academic needs, the Fab Lab BCN schedule may be extended in specific occasions, and will be properly notified in advance.

Sign up sheets for **machine time at the laser cutter and vinyl cutter** will be posted in the Fab-Lab room on Thursdays at 10 am, preceding the week to be scheduled. Students may sign up for only TWO thirty-minute slots per week. Students must sign up using their own name only, never signing up under another person's name. If caught using some one else's name, the student will immediately have his/her Fab Lab BCN privileges suspended for two weeks. If there are open time slots on any scheduled day, any student may sign up for one additional thirty-minute slot during that day.

Appointments for **machine time at the 3D Printer or CNC Mill** must be made by email, sending the file to be printed or milled to be evaluated by the Shop Operator. This evaluation will determine the approximate time and pricing of the job, and propose a schedule for its production.

The User must organize his/her work carefully, because all work must be completed within the reserved time slots and may not run over into some other person's time. Users must show up promptly for their scheduled time. If they are more than ten minutes late, they will forfeit their time to the first available User. If someone does not need their full scheduled time, any remaining time will be assigned to the first available User. It is not responsibility of the Shop Operator to complete the machining jobs within a User's scheduled time.

Materials: The Fab Lab BCN does not provide any building or model making materials (wood, cardboard, acrylic or other). The materials to work with the Laser Cutter, Vinyl Cutter and CNC Mill should be previously acquired by the User, and individually transported to IAAC. The specific materials for the 3D Printer (powder, ink, etc.) must be acquired through the Fab Lab BCN, who will organize its supply and delivery to IAAC. No file will be sent to print unless the User has cancelled at least 60% of the total price of the job, while the rest must be paid when the job is completed. The Fab Lab BCN will not accept cash or any sort of payment, other than the IAAC Material coupons, which can be purchased directly from the secretary.

Personal outfit:

While working in the Fab Lab BCN, the User must secure any loose clothing, long hair, and remove any jewelry. The Fab Lab BCN has leather gloves, safety glasses, ear protection and breathing masks, always available for the User's protection. The User must be extremely precautious, not reaching over a machine and keeping his/her hands away while it is working.

Job Start:

If the User does not know how to operate a Fab Lab BCN machine, or does not fully understand the manual of instructions, he/she shall seek for assistance from the Shop Operator before turning on the machine. Before starting any job, the User must ensure that the material is properly secured or fastened to the machine cutting table, and guarantee that either the cutting/milling tool or the laser cut beam is free from the work piece or any other obstacles.

Machine Settings:

If the User needs to use a machine in a different way than the standard procedure, he/she must first communicate it to the Shop Operator. The User is not allowed to remove any physical part or modify the general settings of any machine without a previous authorization and supervision from the Shop Operator.

Job Supervision: Except for the 3D printer, all other machines shall never be left working without a person to supervise the job. When the machine is working, the User must be prepared for an emergency shutoff at all times. If the material or the machine begins to vibrate or makes excessive noise, the User must interrupt the job immediately, because it may cause fire, harm to his/her health and/or damage the machine. The use of certain materials may produce toxic fumes. In case of strange smell, the User must immediately interrupt the job as well.

Safety: IAAC is not responsible of the health damages derived from the use of the Fab Lab BCN facilities. The User is responsible for his/her personal safety at all

times. If damage or injury should occur, the User must seek immediate assistance and notify the Shop Operator or any IAAC staff person as soon as possible, no matter how small the issue. The Fab Lab BCN has a first aid kit.

Machine Damages:

In case of damaging the machine, the User is expected to immediately report to the Shop Operator or any Fab Lab BCN Coordinator. Failure of doing so will result in suspending the User's privileges for the rest of the year. Damages will be evaluated together by the Shop Operator and the User, in order to determine if they were due to misusing the machine. The Shop Operator will report to IAAC's direction, who will determine the corresponding responsibilities.

Cleaning/Maintenance: IAAC will take care of the general maintenance of the Fab Lab BCN facilities. The User is responsible for cleaning the machines and table work space, as well as trashing his/her left over materials. Failure of doing so will result in suspending the User's privileges for two weeks.

Tools: All the Fab Lab BCN Tools belong to IAAC and must be left inside the labs at all times, in their specific place. Tools must be used solely for their specific use and must be cleaned up after their utilization.

Food/Drinks: Food and drinks are strictly prohibited in the Fab Lab rooms.

Smoking: Smoking is strictly prohibited in the Fab Lab rooms.

3_Agreement and Signature:

The User with ID/Passport Number agrees with the Fab Lab BCN Conditions of Use, accepting full responsibilities derived from an inappropriate performance and use of the facilities.

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Signature:

4_Contacts:

For any issue related to the Fab Lab BCN please contact:

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