KENNESAW STATE
U N I V E R S I T Y
COLLEGE OF ARCHITECTURE AND
CONSTRUCTION MANAGEMENT

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Digital Fabrication Lab
Architecture Building
Room N315 & N314

Digital Fabrication Lab Policy

All policies and procedures listed are for the safety of students, faculty and staff. If any student or faculty member is caught violating these policies, staff reserves the right to revoke their lab privileges.

Basic lab rules

- No open food or drink inside the lab.
- Closed-toed shoes must be worn.
- Students are not permitted to store their materials inside or outside of the lab.
- Students are not allowed to assemble their projects within the lab.
- Any tools taken or used by students or faculty must be returned to the lab.
- Do not leave scraps out in the hallway; they must be taken or thrown away.
- The Digital Fabrication Lab is for students and faculty of the College of Architecture and Construction Management. Anyone from an outside department (faculty or student) must email lab staff at cacm.digifablab@kennesaw.edu to get special permission.

Laser Cutter rules

- Only one laser per user, under no circumstances can a user operate more than one laser cutter.
- Users must be at the laser when it's running, under no circumstances can they leave their machine. If they must step away, the laser must be paused.
- Do not lean on the machines; this can throw off the calibration and cause stress on the equipment.
- The laser cutters are for setting up and cutting materials only.
- Students are required to clean up their laser and surrounding areas after use.
- Only approved materials are allowed on the lasers, if unsure please contact staff at the lab's email address (cacm.digifablab@kennesaw.edu).

3D Printing Farm rules

- The 3D printers are for class use only; no personal printing is allowed.
- Students are not permitted to bring their own filament for printing.
- Only one print job per student is allowed. Once a print job is completed, a student can queue for another one.
- Students are given a set allotment of filament for the semester, once this runs out staff cannot replenish.
- Print jobs are started as first come first serve; staff are unable to change the queue lineup for students.
- Students are responsible for sending and setting up their print jobs via 3D Printer OS; staff will not load print jobs for students.
- Students are responsible for picking up their finished prints in a timely manner. Once a 3D print leaves the lab, it's the responsibility of the student.