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

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Built Environment Innovation Lab
Architecture Building
Room N014

CNC Procedure and Policy

This document is for students who have files ready to be reviewed for the CNC. Any files sent without materials will only be eligible for an initial review. In order to get into the CNC queue, you must have your file approved, toolpaths generated for your files, your materials ready, and have time available to load material before and clean up after the job runs.

Note: Any jobs received after 8PM will run on the following day!!

Step 1: Stop by or email the shop to confirm feasibility of your project.

If you are ready to have your file(s) reviewed, follow the naming instructions below:

- Your file should be emailed or saved to a flash drive in the correct format
  - Files should be named in this arrangement: **Last Name(#)_Professor.stl**
    - If multiple files, number them (#)
    - Ex: smith1_pittman.stl, smith2_pittman.dwg

If sending your files through email, make sure that you send it to the **Woodshop email (cacm.woodshop@kennesaw.edu)** and **CC your professor**. This will ensure that everyone knows about your project and can assist when you come into the shop. In your email, include the following information to help us determine the feasibility of your project:

- Subject line that includes a project description, your name, your professor, and class it is for
- The type of CNC job
  - 3D model (files must be saved as .stl in inches, solid object)
  - Vector cut (files must be saved as .dwg in inches)
- Material type and material size that you want to CNC

All 3D models should be the correct scale – **We will not adjust scale.**

EMAILS WITH ONLY A FILE ATTACHED WILL BE RETURNED! See image below for how to format your email:
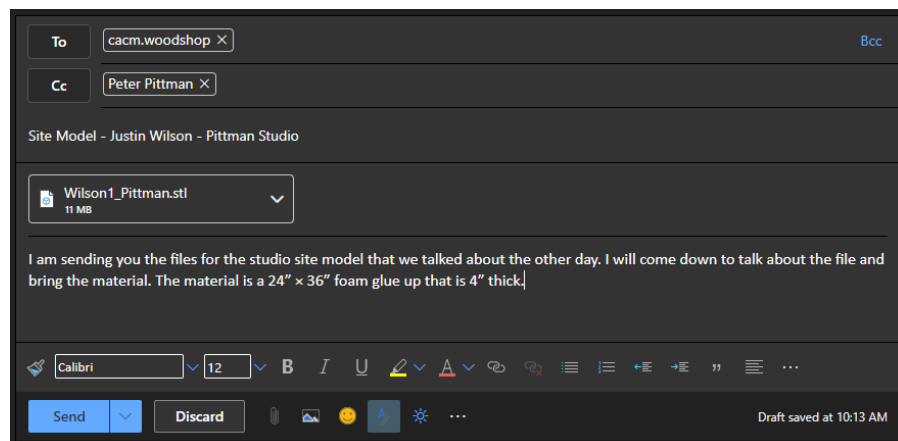
Staff will review your request including file and information about the project and will either:

- Ask to schedule a consultation with you where we will discuss potential problems with files or feasibility of the project. This might include material choices or purchasing router bits for your chosen material.
- Staff will set up a time for you to bring your materials and run the job if it has been determined that your project is suitable for fabrication using the CNC router and that you understand the requirements.

Step 2 – Running the Project and Clean-up

Use of the CNC Router is on a first ready, first served basis – working from when a project is ready to run on the machine, which means the following:

- Your materials are on site and ready to mount on the machine
- Appropriate bits are on site and ready for use. (Students may be required to provide router bits for custom work or for use on abrasive materials like MDF)
- The object file has been reviewed and executable machine tool path code has been generated
- You will be available to clean up the CNC at the estimated time of completion.

When the above steps are satisfied, your project will be put in the queue to run on the CNC. The shop staff will mount your materials and run your files(s). Your help with mounting materials or cleaning up between multiple file runs may be required. You will be informed via email or phone when your CNC job is completed, and you need to come clean up ASAP. The CNC and the surrounding area should be cleaned to a condition "as if your job was never run". After an inspection of the clean-up, you must be released by a staff member before you can take your completed CNC job.