

# Regulations of Digital Fabrication Lab

## General Rules

To make the Digital Fabrication Lab (Fab Lab) a safety place for architectural design realization, please be considerate and pay attention to the following regulation in addition to general University policy:

1. CU Link cards ARE NOT allowed lending to anyone at any time.
2. Smoking, eating, drinking and listening audible music are strictly prohibited.
3. No spray activities are allowed in the Fab lab.
4. Only students from School of Architecture who have attended the Fab Lab 2016-2017 safety training seminar are permitted to use the equipment.
5. The Fab Lab should be kept clean and tidy at all times.
6. You are not allowed to store your model and materials in the Fab Lab. Any remaining materials will be disposed without notification.
7. Use tools and safety protective equipment properly and return to its assigned storage location after use.
8. All users are prohibited to access or operate machines in the Restricted Area without supervision.
9. All manuals are not allowed to be taken out from the Fab Lab.
10. All accidents/incidents/occupational ill health must be reported to the staff.
11. Users are responsible to act in such a manner as to not cause damage to the physical equipment. Accidental damage, or damage caused by other parties, should be reported to the staff as soon as possible so that corrective action can be taken.
12. Any violation of rules or misconduct may lead to disciplinary action and suspension of access to the Fab Lab.

## Lab Safety

1. Stay alert. Never operate a power tool when you are tired or while under the influence of drugs, alcohol or medication.
2. Use safety goggles and facemask when needed.
3. Wear proper clothing. Do not wear loosely fitted clothes. Non-slip shoe is recommended.
4. Remove items of accessories such as scarf, bracelets, arm rings, etc. and/or other items of accessories you may have in order to prevent these items from falling into moving parts of the machinery. If you have long hair, wear a protective hair covering.
5. Protect your hearing. Wear earmuffs whenever you are working on high power machinery.
6. Keep Fab Lab area clean at all times especially the gangway. Cluttered areas are prone to accidents. Any debris, waste, wood dust etc. must be cleaned up immediately.
7. Students are solely responsible for their personal safety and security of the equipment and facilities at all times.
8. All visitors must be kept a safe distance from the Fab Lab area. Refrain from using the Fab Lab if you are not feeling well.

9. Whenever requested by Lab operator you must leave the Fab Lab immediately.
10. If equipment is fitted with guards/covers, these must be used. Equipment should never be used if the safety guards/cover has been removed.

## Operation of Machinery

1. Use tools properly. Choose the right tool for the job. Do not force the tool to do something for which it is not designed.
2. Do not use power tools in damp or wet locations; or expose them to water.
3. Do not work near dangerous environments, flammable liquids or improper ventilation.
4. Never leave tools running unattended. Turn off the power supply immediately when you are not using the tool. Do not leave the machine until the moving parts have come to a complete stop.
5. Keep machine guards in place and in working order.
6. Disconnect tools before changing accessories such as blades and bits, and before servicing.
7. Reduce the risk of unintentional operation. Make sure the switch is in off position before plugging in the tool into an electrical socket.
8. Firmly secure the object that you are working with. Use a clamp or vise to hold down whenever it is.
9. Remove adjusting keys and wrenches. Make sure all keys and adjustment wrenches are removed from the tool in use prior to starting operation.
10. Never step or stand on a tool. Serious injuries may result if the tool is tipped or if the cutting element is unintentionally contacted.
11. Maintain tools with proper care. Keep tools sharp and clean for the best and safest performance possible. Follow Fab Lab instructions for lubrication and change of accessories.
12. Avoid placing your bare hands too close to the moving parts of the machine. Use pull sticks to hold small object.
13. When necessary, wear leather gloves to protect your hands. Never wear cotton gloves.
14. Clean the Fab Lab before you leave. You are responsible for the general cleaning of the Fab Lab before you leave. Failure to do so would cause your Fab Lab privileges to be suspended.

## Accidents

1. **PUSH** down **EMERGENCY STOP**; switch off the electric power.
2. Using a non-conducting object. Switch off the current, or separate the casualty from the electric supply.
3. Never assume the equipment is dead unless proved to be.
4. Use any resuscitation technique that you have been taught.
5. Report to the Staff / CU Security Office / Fire Brigade, clearly identify yourself and give your exact location.

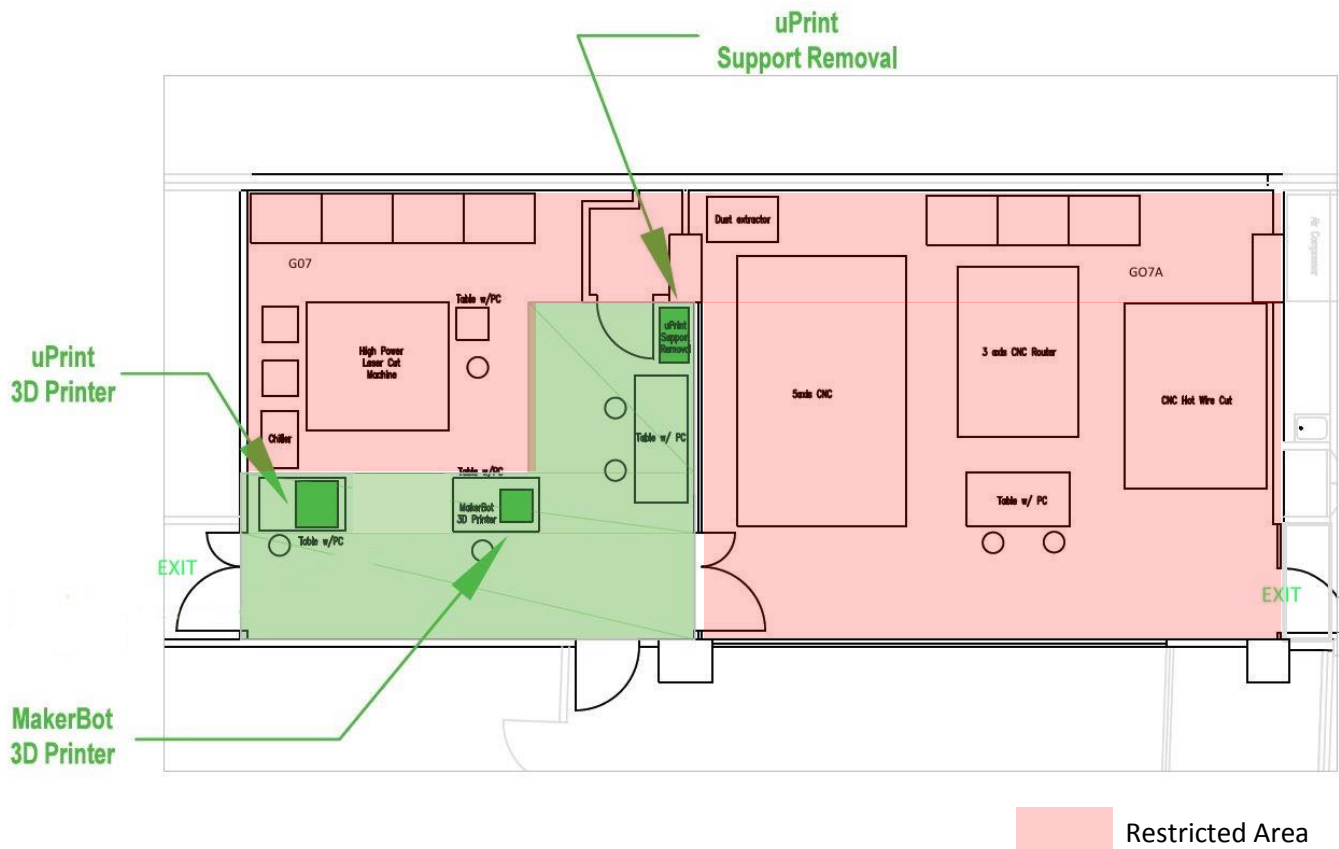
## Fire, Explosion

1. **PUSH** down **EMERGENCY STOP**; switch off the electric power.
2. Break the glass at a call point. Sets off the alarm and calls the Security Office.

3. Leaving the building / Fab Lab and to report to the Staff / CU Security Office / Fire Brigade, clear identify yourself and give your exact location.
4. In the event of fire, leave the building immediately. Break glass of the nearby fire alarm call point to alert other users in the building and proceed to the assembly point.

## Layout Plan & Additional Regulations of Digital Fabrication Lab during **NON-OFFICE HOURS**

**Equipment indicated with green color could be used after office hours**



**During Non-office hours, only equipment indicated with green color could be used**

1. All users are prohibited to access or operate machines in the Restricted Area without supervision.
2. Only students from School of Architecture who have attended the Fab Lab 3D printer 2016 – 2017 safety training seminar are permitted to use the equipment.
3. Students are solely responsible for their personal safety and security of the equipment and facilities at all times.
4. Using tools and safety protective equipment properly and return to its assigned storage location.
5. No smoking, food and drinks in the Fab Lab.
6. No spray activities allowed in the Fab Lab.

7. You are not allowed to store your model and materials in the Fab Lab. Any remaining materials will be disposed without notification.
8. Keep the equipment and facilities clean and tidy after use.
9. If equipment is fitted with guards/covers, these must be used. Equipment should never be used if the safety guards/cover have been removed.
10. Personal Protective Equipment is provided and must be used where necessary. Suitable clothes, safety glasses/goggles and shoes are to be used as the work dictates.
11. No person shall decompose, repair, parts replacement etc. of the equipment. Report any defective equipment to the technician-in-charge. In case faults which cannot be repaired immediately, a note indicating that the equipment is out of order should be attached to the machine where it is clearly visible.
12. The gangway through the Lab must be kept clear. Any debris, waste, wood dust etc. must be cleaned up immediately.
13. Tools and equipment must not be taken away from the workshop without permission from the technician-in-charge.
14. All accidents/incidents/occupational ill health must be reported to the staff.
15. In the event of fire, leave the building immediately. Break glass of the nearby fire alarm call point to alert other users in the building and proceed to the assembly point.
16. Contact the staff of Digital Fabrication Lab at 3943-6594 or send email to [fab.lab@eservices.cuhk.edu.hk](mailto:fab.lab@eservices.cuhk.edu.hk) if you have any enquiries.
17. In case of emergencies or any irregularities found, please contact the following person:

Technician in-charge	Hoo, LAI	3943-6594
	Lewis CHAN	3943-6591
Safety coordinator	Max LEE	3943-6589/ 3943-6585
General Office		3943-6583
Security Office (Non-Office hours)		3943-7999 (24-hr reporting)
Ambulance		2735-3355/ 999

**Note: Students are required to sign the log sheet every time when they enter the Digital Fabrication Lab during non-office hours (At least two students are required to work in the Digital Fabrication Lab at the same time).**