

Laney FabLab User Guidelines

I. Access

- A. Access to the FabLab is restricted to currently registered Laney students, Laney staff, and Laney faculty. Users must have access to their `peralta.edu` email accounts.
- B. In general, the FabLab is open M-T, 9-7, Fridays 9 - 2. If Laney is not in session or if the FabLab is understaffed, the FabLab will be closed. All users are expected to stop work 15 - 30 minutes before closing to clean up their workspace and tools..
- C. All required workshops, safety tests, and a signed copy of this notice must be successfully completed before using the FabLab.
- D. Usage limits on the machines or materials may be imposed at the discretion of FabLab staff.

II. General rules of use

- A. All staff instructions must be followed.
- B. All users must sign-in and sign-out.
- C. All Laney and district policies, as outlined in the Standards of Student Conduct, Discipline Procedures and Due Process, must be followed.
- D. No one may use the FabLab while under the influence of alcohol or other drugs, including prescribed medications.
- E. Do not use the FabLab trash cans for food.

III. General safety considerations

- A. Do not wear backpacks in the shop; use the bench hooks to hang them.
- B. All appropriate personal protective equipment, PPE, must be used. Open-toed shoes are not allowed.
- C. All long hair, sleeves, or anything that dangles must be tied back.
- D. All equipment must be cleaned up immediately after use.

IV. User and FabLab staff expectations

- A. All projects and materials must be approved by the FabLab staff.
- B. All projects must be documented:
 1. At a minimum a photo of your project must be submitted to the staff,
 2. Complex projects may require more thorough documentation.
- C. Unexpected maintenance and other issues may interfere with machine reservations and workshops. Users must plan accordingly; the FabLab staff are not responsible for project deadlines.
- D. The FabLab is an instructional shop and users are responsible for completing their own projects.
- E. The FabLab staff determines who gets assistance when. The staff endeavors to assist all who request. Generally, staff priorities from highest to lowest are as follows:
 1. Workshops and tours,
 2. Maintenance,
 3. FabLab commissions,
 4. Faculty projects for a class,
 5. Student projects for a class,
 6. Personal projects.
- F. Software instruction is very limited:
 1. Staff will not help with general software instruction. Laney offers a number of classes on the software used in the FabLab and there are many online resources, too. Users will be directed to these.
 2. Staff may help with specific software questions.
- G. Some project storage is available:
 1. The FabLab staff are not responsible for the safety of your projects or materials,
 2. A limited number of lockers are available for small project storage only,
 3. Lockers are cleaned out at the end of every term,
 4. Shelving is available for larger projects,
 5. All items stored outside of lockers must be labeled with the user's name and the date.

Repeated non-compliance with any of the above may result in loss of access or other disciplinary action pursuant to the following 3 strike system:

1. A warning will be issued verbally by the FabLab lead on duty and a report filed with the Dean of the Career and Technical Education department. Students may keep a copy of the report.
2. A second warning will result in prohibition from using the FabLab until the student sees the Dean of the Career and Technical Education department for further disciplinary action.
3. A third warning will result in filing a grievance with the Dean of Academic and Student Affairs and a permanent ban from the FabLab.

Printed Name _____

Signature _____

Date _____

Student ID # _____

Email address _____

Phone number _____