

**Studio Name:** Digital Craft Lab

SEE ALSO: [☰ Potterbot Lab Policy Summary\\_Fall 2023](#)

**Studio Operations Team:** Ivan Berejkoff

**Building:** 145 Hooper Street

**Room:** D119

#### STUDIO ACCESS

Studio Access Hours:	24/7 access to space
Equipment Access Hours:	Monday-Thursday: 8am-10pm Friday: 8am-8pm Saturday and Sunday: 12pm-8pm
General Orientation and Access Procedure:	<p>The Digital Craft Lab is open to students who are currently registered in a class scheduled in that space or who have otherwise received training on the studio equipment, such as the industrial robots, CNC router, pugmill, and 3D Clay Printers. Students can use the DCL equipment while under the supervision of the teaching faculty or under the supervision of the student monitor or studio manager.</p> <p>If access is needed outside of these times, students may check out a key from the Resource Hub, provided they have been added to the authorization group. Access must also be cleared by faculty if a student is seeking access while a class is working in that space.</p> <p>Access to equipment by Fellows or other staffed positions employed by the Architecture program will only be granted upon completion of established orientations.</p> <p>Access by a class or program outside of the Architecture Division must be coordinated through Studio Operations and Architecture Faculty familiar with DCL operations.</p>

Special Equipment Authorization Procedure:	<p>Access to DCL equipment is granted to those who have taken an appropriate class or orientation and have been added to the authorization group.</p> <p>All students are responsible for securing their equipment (if applicable) after use and cleaning up their workspace. Cleaning supplies and equipment are provided by Studio Operations.</p>
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#### SAFETY REQUIREMENTS

PPE Requirements:	ANSI Z87+ Safety glasses with side shields and hearing protection must be worn at all times while running industrial robots and CNC routers. .
Attire Requirements:	Closed toe, flat shoes should be worn at all times. Loose hair must be tied back; loose clothing, outerwear, hanging or loose jewelry must be removed while working with equipment.
Headphones/earbuds :	Use of headphones or earbuds is not permitted while working with equipment.
Food and drink policy:	Food and drink are not allowed on the equipment work surfaces. Food and drink should be covered to prevent contamination.

#### MATERIALS USE

Materials Storage:	Student and course materials may temporarily be stored in the DCL for the rostered class, but must be disposed of after final presentation. Any projects left behind without prior approval from faculty and studio management will be thrown away.
Materials Disposal:	<p>Recycle whenever feasible. Usable scrap wood should be disposed of in the bins provided. All other landfill trash can go in the gray or black trash bins. Ask studio management for guidance.</p> <p><i>Amounts larger than 2 cubic feet must be transported to the Maker Alley or Channel Street dumpsters.</i></p> <p><b>Projects involving concrete, dirt, or rock/stone should be discussed with Studio Operations before commencing as special disposal arrangements may be needed. Note that these disposal arrangements may involve the program paying a dumpster rental fee.</b></p>
Banned Materials:	<p><b>Only clay bodies approved by the 3D Studio Operations Manager and Ceramics Studio Manager can be used in CCA kilns.</b></p> <p>Pressure treated lumber may not be used in any of the Shops or Studios. Reclaimed and/or unknown materials must be approved by Studio Management for use on shop equipment.</p> <p><i>Spray adhesive may not be used anywhere on campus.</i></p> <p><i>Fiberglass may not be used anywhere on campus.</i></p> <p><i>Two-part polyurethane foam may not be mixed or used anywhere on campus.</i></p>

