



These lab rules apply to all individuals who work and/or use the machines or tools at Fablab Brussels.

Using the facilities of Fablab VUB implies agreement with the following regulations.

Failure to comply with these regulations will result in being denied access to the Fablab or its facilities/machines.

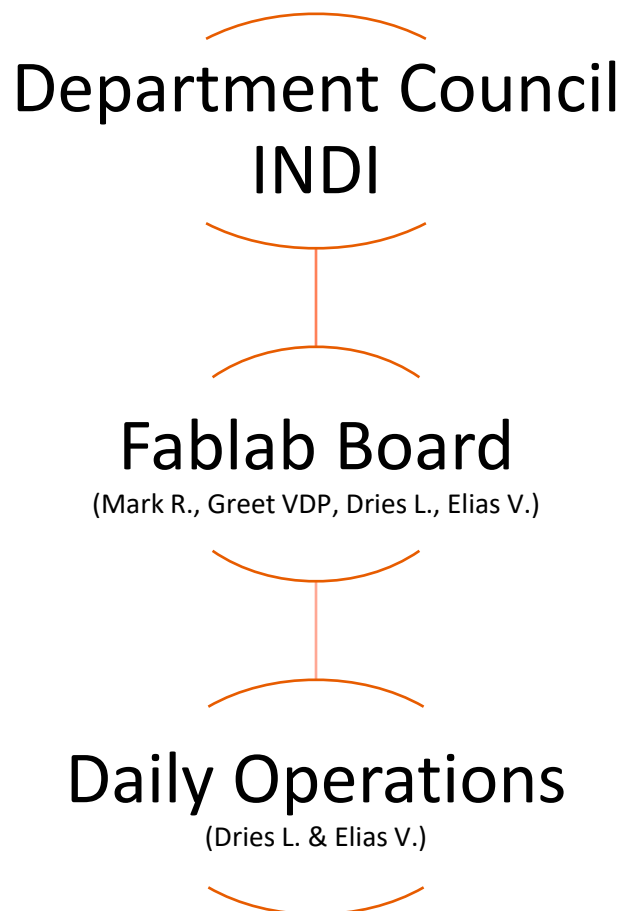
1. General

1.1. Who are we?

The Fablab is a workshop of the department of Engineering Technology (INDI), primarily aimed at supporting the practical learning tracks of the Engineering Technology program and other programs within the Faculty of Engineering. The secondary goal of the Fablab is to support researchers, which can range from advising to creating test setups and maintaining equipment.

We are a service and machine provider, meaning the Fablab offers various manufacturing technologies, with support, advice, and training provided by staff. Additionally, the Fablab also supplies the necessary components for various courses conducted there..

1.2. Organization





The Fablab is divided into 3 zones, each with its proper responsible person:

- Prototyping (green)
- Metalworking (red)
- Wood & composites (yellow)



1.3. Access/opening hours

The Fablab is open on weekdays and is closed on weekends and public holidays. The access for students/staff depends on the program they are part of.

Check the calendar on the website and the notice boards on the doors for the most up-to-date information.

	<u>INDI/IW</u>	<u>ARCH</u>	<u>Other</u>
Monday	12:30 – 17:00 (+ Student team)	Closed	Closed
Tuesday	09:00 – 17:00 (+ Student team)	09:00 – 17:00	Closed
Wednesday	09:00 – 17:00 (+ Student team)	09:00 – 17:00	10:00 – 16:30
Thursday	09:00 – 17:00 (+ Student team)	09:00 – 17:00	Closed
Friday	12:30 – 17:00	Closed	Closed
Saturday/Sunday	Closed	Closed	Closed

From Monday to Thursday, the student team may keep the lab open until 9:00 PM if at least 2 people are available. Machines must be turned off after 7:30 PM.

Example: members from the INDI/IW program can only access the lab from Monday at 12:30 PM; someone from the ARCH program can access the lab from Tuesday morning at 9:00 AM.

1.4. Responsible staff

The responsible staff for the Fablab are:

- Ing. Dries Lambrecht
- Ing. Elias Vetsuypens
- Tanel Valja

They are assisted by the Fablab Student Team, who supervise the lab during the evenings. Since they do this voluntarily, we request that they are treated with respect and that their instructions are followed.

2. Tools and materials

2.1. Tools & Equipment in the Fablab

All tools, ranging from files and Allen keys to screw machines, saws, lab power supplies, and oscilloscopes, can be used by everyone. When you're done using something, return it to its designated place..

It is not allowed to remove tools or equipment from the Fablab. This means not taking them to another location within the VUB, and certainly not home. Nothing is lent out.

2.2. Use of Machines/Materials/Parts

VUB staff/students only pay for the materials as long as the use is within normal amounts and the projects are private (non-commercial or non-funded). The price list is displayed in the Fablab itself.

Payments can be made in cash or via a bank app. For larger projects, an invoice can be issued upon request to the lab responsible..

2.3. Fablab stock materials

The Fablab has various materials and parts in stock. This stock can be viewed online via a link in the Canvas community or on the website. Orders are submitted via MS Forms and prepared by the staff. You will receive an email once everything is ready.

Pick-up of an order is possible on Tuesdays and Thursdays between 1:00 PM and 2:00 PM..

2.4. Project Storage/Lockers

Lockers are available throughout the Fablab where a project and/or materials can be stored to keep them safe and tidy. A maximum of one locker per person is allowed.

To use a locker, a fee of €10 is required for one academic year. Additionally, there is a €10 deposit for the keys. Total: €20. Payment is cash only.

It is forbidden to store hazardous materials, food, or drink in the lockers. Fablab tools are also never stored in a locker.

Lockers can be checked at any time by a member of the Fablab team. If the locker owner is absent, this is always done with two staff members present.

If the key is lost, a €10 fee is required for a new lock or key.

If the guidelines are not followed, the rental will be terminated, and the locker must be emptied as soon as possible.



2.5. Personal Tools – Theft and Damage

Anyone working in the lab has the option to rent a locker to store their materials.

The lab is not responsible for any damage to tools or potential theft.

3. Safety

3.1. General

The following rules are in place to ensure the safety of every user. Failure to follow these rules endangers yourself or others and can lead to serious injury and exclusion from the lab..

3.2. Personal Protective Equipment (PPE)

You must provide your own PPE (Personal Protective Equipment) if required when working with a machine. The Fablab only provides hearing protection. You are responsible for providing your own lab coat, gloves, and safety glasses.

As of the academic year 2022-2023, safety shoes are mandatory when using machines in the wood and metal workshops. This is indicated on the machines themselves.

3.3. Walkways

In the lab, walkways are marked with striped and red tape. No obstacles may be placed in the black-and-white striped walkways. These are the minimum passageways required for evacuation.

Zones marked with red tape are areas where one or more fire-fighting equipment is located. Nothing should be placed in these areas that obstructs access to the fire extinguishers.

3.4. Machines

For each machine, the correct PPE (such as safety glasses, gloves, etc.) must be used. During the introduction, you will be informed of the safety regulations to follow. These are also indicated on the machines themselves via stickers. Use the built-in safety features of the machines. Easier work is secondary to safe work.

When working with machines in the Metal and Wood zones, you must wear safety shoes. This is because these machines are more dangerous and can cause serious injury. This is clearly indicated by a sticker on the machines.

3.5. Clothing

Aside from the requirements for specific machines/setup, there are no specific guidelines regarding clothing. During the summer, it is perfectly possible to work in shorts/light clothing in the Fablab. However, keep in mind that the Fablab is primarily a workshop, so your clothing may get dirty or damaged.

Closed and sturdy shoes are mandatory in the Fablab. Open shoes and slippers are prohibited for safety reasons. It is allowed to arrive in simple shoes (e.g., slippers) and put on sturdy shoes from your locker.



4. Order & Cleanliness

4.1. General

Throughout the Fablab, there are various "Cleaning Stations." These contain paper, trash bags, dustpans, and brushes. Please use these when something is spilled or if there are stains. After use, return the items to their designated place and inform staff if anything needs to be replenished.

4.2. Tables

It is expected that everything is cleaned up at the end of the day. This means power supplies and soldering irons should be put back in their places, as well as all materials like screwdrivers, safety glasses, etc.

Projects should not be left on the tables, except during project weeks. Projects should be stored in a locker or rack (clearly label the project with your name and contact information).

4.3. Hygiene, Health & Safety

For hygiene and health reasons, food and drinks are not allowed near the machines, except for a closed water bottle.

There is a general ban on alcoholic substances and a zero-tolerance policy regarding drugs.

Food can be consumed in the lunch area on the mezzanine of Building G, across from the kitchen.

5. Accidents

The Fablab staff holds first aid (EHBO) certificates.

Always record any incident in the designated logbook found in the first aid kit..

5.1. Minor Injuries

For minor injuries like a cut finger, a light burn from a soldering iron, abrasions, etc., you can use the first aid kits located in the Fablab kitchens.

5.2. Serious Injuries

1. Safety! Make sure the danger is eliminated before proceeding.
2. Check if the victim is conscious.
3. Call emergency services at 112
4. Notify a responsible person, but never leave the victim alone!
5. Provide further first aid.

5.3. Contents of First Aid Kits

If something from the first aid kit runs out, please inform the staff so new supplies can be purchased. The next person who needs help will also appreciate having plasters and disinfectants available.



6. Badge systeem

The machines in the Fablab are equipped with a badge system. It is not possible to use a machine until you have attended the relevant workshop. Afterward, the badge will give you access to the machine or machine family.

The use of badges is strictly personal. Badges should not be lent to each other, even if the other person is already trained on the machine. If you lose your badge, you can always request a new one from a responsible staff member. If a badge is lent to someone else, the owner is responsible for any consequences if something goes wrong. If the machine is damaged, the owner may be held liable for the costs.

Using someone else's badge on a machine is a violation of the lab regulations and may result in being denied access to the lab.

Working with a machine without the necessary training is considered a violation of the lab regulations and may lead to being denied access to the lab.

7. Photos and Media

Fablab staff may sometimes take photos of setups/students while they are working in the Fablab. This is purely for documentation of activities in the Fablab as well as for use in communication and promotional campaigns.

If you do not wish to be photographed or want to remain unrecognizable, please inform a lab supervisor so that this can be taken into account..

8. Personal materials

X = mandatory in this year (X) = optional in this year	Approximate price	1 st Bachelor	2 nd bachelor	3 rd bachelor
Mandatory				
Multimeter	25 €	X	X	X
USB sticks		X	X	X
SD card 8GB		X	X	X
Notebook A4 of A5		X	X	X
Bit set		(X)	X	X
Work clothes (pants and t-shirt that can get dirty)			X	X
Scalpel/stanley knife		X	X	X
Vernier caliper 150mm (analog; digital is also allowed)	30 €	X	X	X
Screwdrivers (6 pieces)		X	X	X
Cutting pliers		X	X	X
Needle-nose pliers		X	X	X
Fine side cutters		X	X	X
Combination pliers		X	X	X
Wire stripper		X	X	X
Soldering iron/station	60 €	X	X	X
Power supply connection cables (banana to crocodile)	5 €		X	X
Whiteboard markers		(X)	X	X
Fine line marker		(X)	X	X
Safety shoes category S3 (metalworking machines)	60 €		X	X
Allen keys metric			X	X
Measuring tape 3 meters			X	X
Safety glasses	5 €		X	X
Optional				
Toolbox		X	X	X
Work gloves			X	X
Water pump pliers			X	X
Multitool (e.g. Leatherman)		X	X	X
Probes oscilloscope			X	X
Hearing protection			X	X
(ring) spanner set			X	X
JST XH crimping pliers			X	X
Ferrule crimping pliers			X	X
Metal drill set 1-13mm x 0.5mm			X	X
Countersink drill bit			X	X