

These lab rules apply to all people who use the machines and tools in the Fablab Brussels. Not following these rules can result in being refused access to the lab and its equipment.

1. General

1.1. Opening hours

The lab is open for visitors and students/personnel of the VUB on Wednesday afternoon between 1 p.m. and 5 p.m. and consists of 3 zones:

- Prototyping (green)
- Metaal(red)
- Hout en composieten (yellow)



Exceptions are always possible so please check the event calendar on the website: <https://www.fablab-brussels.be/fablab-english/calendar/>

1.2. Staff

The staff members of the lab are being supported by some students who take up responsibility by supervising the lab when there is no personnel available.

Please treat all of these people with respect. If they give a remark then this is not to annoy you but to make sure you're working safely and guarantee the safety of everyone.

1.3. Project storage/lockers

There are lockers spread throughout the lab where you can store your project and own equipment. Please do not use more than one locker per project so everyone can have one. Register your locker using the QR codes.

Tip: when sharing a locker it is a good idea to use a padlock with a code and not a key.



1.4. Clothing

Besides specific requirements for operating machines, there are no guidelines regarding clothing, but it is mandatory to wear closed, strong shoes. Sandals or slippers are not allowed. You can arrive and change shoes but do not keep walking around in slippers etc.

Keep in mind that the Fablab is a workshop and that your clothes can become dirty. You can wear shorts/skirts in the summer but keep it decent.

2. Machines/materials/Parts

Visitors (18+) pay for the usage of the machines and the materials they use. Young people (-18) & VUB personnel/students only pay for the materials they use and not for the machines.

You can find the pricelist in the lab.

Payments are possible in cash or by banking app. Larger projects can be invoiced, ask Jonas.

2.1. Equipment you need to bring yourself

Due to practical reasons we ask you to have a certain amount of tools and materials yourself:

- Whiteboard markers
- Stanley knife
- Caliper (not from brico or Gamma; Schut is a good brand: <https://schut.com/Company/index.htm>)
- Screwdrivers
- Pliers
- Wire stripper
- Small side cutter
- Multimeter
- Hookup cables for power supplies

Some of these items are available for sale in the lab. Ask Jonas for this.

3. Safety

3.1. General

You need to have your own PPE (Personal Protective Equipment) if you need it to work with a machine. The lab only provides hearing protection. Labcoat, gloves and safetyglasses need to be provided by the visitor itself.

New!

As of the academic year 2022-2023 it is mandatory to wear safety shoes when using machines in the metal and wood section. You need to wear them when you go off of the marked paths (white/black tape on the floor) in the lab .

3.2. Walkways

The lab has walking tracks marked on the floor. Obstacles (e.g. tables, boxes ...) cannot be placed within these tracks. These are the minimal walkways and are necessary for evacuation purposes.

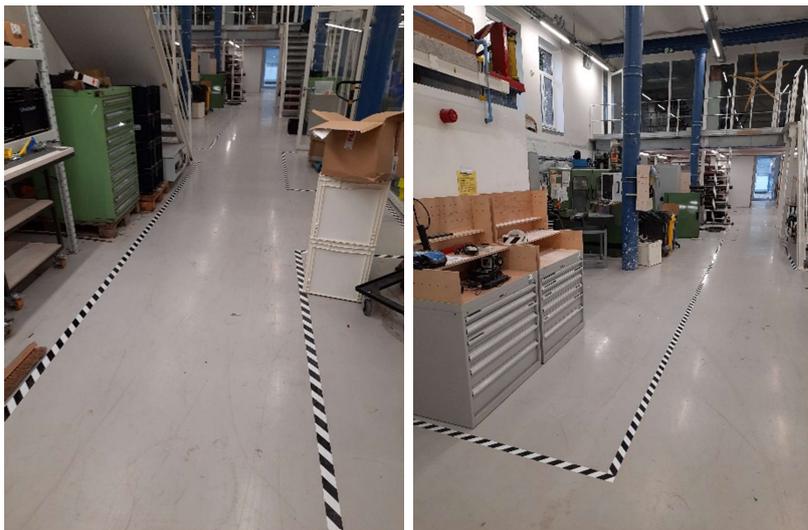
Zones marked with red tape indicate an area where 1 or more fire extinguishers are placed. Always make sure you do not block these zones.

3.3. Machines

You need to wear the correct PPE when using a machine. Which PPE is marked on the machine itself. When not sure, come and ask. Use the built-in safeties of the machines, bridging is not allowed. Working safely is more important than working easy or fast.

New!

As of the academic year 2022-2023 it is mandatory to wear safety shoes when using machines in the metal and wood section. This because you can seriously hurt your feet when working with these machines. You need to wear them when you go off of the marked paths (white/black tape on the floor) in the lab .





4. Order & tidyness

4.1. General

There are several "Cleaning stations" throughout the lab. These contain paper, brush and dustpan, broom, cleaning product etc. If you spill something, please use the provided material to clean it up.

At the end of the day, clean up your table, put everything back (materials and chairs).

4.2. Tables

At the end of the day, you clean up your table and put back all equipment. This means that you put the lab power supplies and soldering irons back in the cabinets in a orderly fashion. Equipement does not travel between the different zones. Saws etc stay in the metal zone, power supplies in the prototyping.

4.3. Food & drinks

You can eat and drink at your table, you can't when operating a machine. This means that in practise you only eat and drink on mezzanine level. Building G has a small cafetarie where you can sit at ease.

4.4. Alcohol- en drug usage

It is strictly forbidden to use alcohol, drugs or any other stuff that weakens your attention. When you work with the machines you are supposed to be fully concentrated and sober and this in all possible meanings of it.

Alcohol can only be consumed during official Fablab events that have been requested/announced up front.

Drinking = no more working with machines.