PRATT INSTITUTE CNC POLICIES FALL 2014:

CERTIFICATION AND USE:

1. No one may use the shop unless they have gone through the certification process and have been placed on the "CNC Certified List". Inquire in the shop for more information on certification.

2. The CNC Shop operates on a first come first serve basis. However, certain seminars and studios are given priority and an associated Priority Schedule will be established at the beginning of each semester. The weekly priority schedule for each semester is determined by the Director of Production Technologies in communication with Graduate and Undergraduate Chair offices.

SCHEDULE:

1. The weekly priority schedule will list the days of the week and the corresponding studios or seminars and associated instructors that are assigned first, second and third priority those days. Within this list, the CNC staff will make every effort to ensure that there are as many cutting spots as can be accommodated.

2. A day constitutes a period of time starting when the CNC facility opens to the time it is closed. For example, if the seminar “Milling, Milling and more Milling” is listed under Tuesday, the students in that seminar have some level of priority access to the mills from shop opening on Tuesday until the shop closes Tuesday night.

3. Each seminar or studio given priority should present at the semester’s beginning and before any cutting, a class list or roster that includes:

   • current date (semester start and end dates)
   • date of final (if possible)
   • course number and instructor name and contact information
   • name(s) of student(s) milling and corresponding contact information

4. No one shall for any reason be permitted to cut without showing a valid Student ID that checks out with class rosters mentioned above or the certification list in the CNC Shop.

5. The CNC staff is not responsible for organizing time slots within each day, nor with ensuring the smooth transition between each student or group; this is the responsibility of the students who are milling. Students in a given studio or seminar should schedule their cutting time among themselves within their allotted time slot to insure the most efficient use of time and shop resources.

FILES:

1. In order to use the CNC, A folder with all files and accompanying paperwork must be completed and printed and all relevant files must be brought to the shop on a thumb drive on or before the scheduled day on which you will be milling. Failure to do this will prevent your job from being run.

2. This folder should include:

   • A completed PDF checklist provided in the CNC shop (used to ensure file is ready)
   • A CAM file used to create the NC file (usually RhinoCAM)
   • All NC files named appropriately and posted as individual milling operations not as a single MOPset. The files should be named as follows: LastName_FirstName_YYMMDD_MillingOperation_BitUsed_MaterialDescription

3. Faculty are responsible for the correct preparation of student CNC files.

4. CNC shop staff is not responsible for troubleshooting or correcting poorly made NC files. Failure to create well made files will prevent a job from being run. If an NC file is improperly made or the staff perceives a problem the student will be turned
5. NC files can be posted to the appropriate machine by a CNC staff member only.

6. Under no circumstances will any student be allowed to operate the CNC on their own. Only a CNC staff member can operate the machine.

7. No files will be posted within 15 minutes of shop closing time.

TOOLS AND MATERIALS:

1. Faculty and students are responsible for providing their own bits and accessories.

2. Students are required to provide, with faculty oversight if necessary, their own materials to be cut.

3. Permission will be granted to 1) seminars and 2) selected studios for material storage.

4. Individual students may not store raw materials in the CNC facility.

5. Once materials are cut they will be removed from the CNC facility.

6. The shop will store class bits that have been granted priority. Staff will do their best to ensure that stored bits are used only by the appropriate classes, however, this is a courtesy and the shop is not responsible for care and safety of bits or accessories.

CLEAN UP:

1. Students wishing to use the CNC are required to clean up after themselves and to leave the shop generally as they found it. This includes, but is not limited to, vacuuming the table and surrounding area as well as sweeping and removing any waste or left over material.

2. In the interest of maintaining a safe and clean shop there will be a mandatory daily cleaning the last 15 minutes of each day the CNC facility is open. As a result no files will be posted within 15 minutes of shop closing time.

SAFETY:

1. Anyone using the CNC is responsible for their own safety and is required to provide their own safety equipment which includes but is not limited to eye, ear and respiratory protection.

2. Anyone wishing to use the CNC shop is required to adhere to the safety standards developed by the school as well as those developed by and posted in the CNC shop. Failure to do so will result an immediate loss of cutting privileges and ejection from the shop.

MAINTENANCE:

1. Maintenance generally occurs at "down time" and is based on improvements to the tool or increased safety in the shop. *Down Time- Any time in which machines are not physically moving. The CNC facility has dedicated one day a week when no classes are scheduled and no milling will happen. This day is considered "down time". Beyond this weekly schedule, students and faculty will be notified if any maintenance operation will impede scheduled cutting times.