

School of Architecture and Planning
Digital Workshop Policies and Procedures

Effective August 2001
Updated August 2008

General:

- Faculty and course access to the Digital Workshop is by appointment only.
- The devices in the Digital workshop are advanced output devices that require adequate knowledge of CAD systems (2D modeling for the laser cutter and 3D modeling for the 3D printer) in order to successfully generate the required data files. The Digital Workshop staff, DMG staff, and the Print Lab staff are not responsible for teaching CAD to students.
- The Digital Workshop staff, DMG staff, and the Print Lab staff are not responsible for correcting errors in the data files for the laser cutter or the 3D printer; that responsibility rests solely with the end user.
- The pricing structure will be as follows: SA&P majors and students taking courses in the School requiring computing access for which they have paid the SA&P fee, 1X the established price (note: this is a subsidized rate). Faculty, staff and sponsored project activity *in* the School: 1.5X the established price. UB faculty, staff, students, sponsored research programs in the University: 2X the established price.
- Payment can be made by campus cash, SA&P print balances, or University accounts (state, IFR, UBF, and RF) will be accepted for payment for the usage of these devices at this time. Cash cannot be accepted.
- The user bears all costs related to the incorrect generation of the data file.
- Operations during posted hours only.

Laser cutter:

- Device is NOT to be run un-supervised at any time.
- The device will only be operational if there is a fire extinguisher in Crosby 52 adjacent to the laser cutter.
- The ventilation system is to run at all times when the machine is in use.
- Access is via Crosby Print Lab staffing using the sending program on DMG systems (laser requestor)
- NO priority access will be provided.
- Pricing will be: \$.30 per minute.
- Internal user jobs will always be processed before external jobs

3D Printers:

- Pricing:
 - \$13 per cubic inch for Dimension ABS plastic model
 - \$5 per cubic inch for Z-Corp color polymer model
 - (Covers model material, support material, maintenance contract, tray, and cleaning supplies).
- No priority access will be provided.
- STL files from all programs will be accepted. If there are errors in the file that do not permit the model from being produced, the submitter is responsible for correcting the errors and resubmitting the file to be printed.

- An estimate of the cost of printing the component will be made and a charge made to the users SA&P printing balance; components will only be printed if a non-negative balance remains in their printing account.

CNC Router:

- Pricing:
 - \$5 initial setup fee
 - \$0.30 per minute
- Jobs will not be started if they cannot complete during posted scheduled hours.
- CNC will not operate unattended.
- All jobs must be processed through the ToolPath software available in the Crosby 55 lab before being submitted.
- All jobs must have appropriate material and bit configurations correctly set in order for jobs to be processed.
- Please review the directions for the proper use and configuration of the CNC on the DMG web site.