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| **Fabrication Lab Supervisor Procedures** |

The Fabrication Lab Supervisor main purpose is to facilitate the safe, efficient and strategic use of our equipment and tools by a diverse range of members of the public.

On a day to day level the Fabrication Lab Supervisor is responsible for -

* Ensuring safe work practices encouraged and our equipment / tools are operated safely.
* Connect with Lab Users to enhance their engagement in the space and to link them with our broader community and to other opportunities.
* To maintain the tidy, efficient, operation of the Fabrication Lab spaces, equipment/ tools and administration.
* Preparation/ fabrication of kits/parts for any internal jobs that are scheduled to take place as per Daily operations Journal.

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| **Daily Procedures** | |  |
| **Opening Procedure** | | **Weekly Procedures** |
| * Collect Cabinet keys from office * Turn on lights * ­­Let VSO Team know you are in the Basement & Test 2-way radio * Check daily bookings via EBMS * Read over Daily Operations Journal | * Check spaces are neat and tidy, and all tools are in place * Check stock levels for consumables * Turn on ventilation (Open Pit Garage Door, Turn on Portable Air Con Unit) * Keep VSO Team informed of any changes or issues and add to Daily Operations folder | * Wipe down all surfaces and screens (Wednesday) * Wash socks and aprons (Thursday) * Wash and repack Safety glasses (Saturday) * Items in sorting tubs returned (Wednesday) * Stock take consumables and order as needed (Thursday) * Vacuum out Pit and tidy Timber store (Saturday)   **3D Printers – Monday**   * Swap out and soak hot ends in acetone. * Check hot end for correct extrusion * Check Nozzle height   **Sewing Machines**   * Basic function test   **Soldering Kits - Wednesday**   * Check for all items and seal   **Laser Cutter – Monday** |
| **During the Shift** | |
| * Ensure Hot Work Permit is in place when required * Ensure all participants using the space have checked in and are inducted to use the tools they are accessing. * Log all consumables accessed/ appropriated from consumables cabinet including for internal use. * Log sign-outs and returns of all kits/ equipment. * Engage with participants, find out what they are doing as assist where appropriate * Maintain tidiness in the space and in supervisor’s area | * Sort and return tools/ resource to their correct storage area. * Direct supervision of participants using tools where necessary (power tools, laser) * Monitor security of equipment and stores * Staff rostered as the Fabrication Lab Supervisor are to limit the time they spend attending to office work. * Staff rostered as the Fabrication Lab Supervisor are to limit the time they spend on private projects or “foreigners”. |
| **Closing Procedure** | |
| * Ensure all Attendance is recorded and notes are recorded in the Fab Lab Ops Diary * Provide 30 and 10 minute warnings that the Fabrication Lab is about to close and that Lab Users need to start preparing to tidy and leave workspace. At Lab close, inform Lab Users who remain they need to leave. * Ensure all equipment is turned off, including ventilation (Close Pit Garage Door, Turn off Portable Air Con Unit) * Return all equipment to the established storage positions lock cabinets. | * Return 2-way radio to charger if it has been removed * Let VSO Team know you are leaving the Fabrication Lab * Check all of Basement, including bathrooms that all Users and visitors have left and turn off lights * Take lost property to VSO Reception * Request Security lock the Basement entry door * Return Hot Work Permit. |

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