



Laser room access protocol

- The purpose of this procedure is to regulate the laser room access and have a better understanding of the room usage while ensuring a safe work environment.
- McGill general access control and key procedures have to be respected and followed.
- Access to the room will be restricted at all times and Mr. David Speller will control the room access during normal working hours.
- Students have to complete the sign-up sheet (Google Doc.). This sheet will be accessible to the workshop manager, the technicians and the students.
- Architecture department students can have access to the room after working hours by obtaining the key from Mr. David Speller after signing the key log sheet. The key has to be returned the following day.
- During the final project for the Architecture department, the key can remain with the students for extended periods of time as required and noted on the sign-up sheet.
- Student/s who obtains the key will be held responsible in case of its loss.
- Users should complete the laser cutter machines log sheet, recording any incident or problems on it, and report them immediately to the technician or workshop manager.
- Users should maintain the room clean and tidy as a courtesy for other users and should discard any leftover materials in the garbage bin outside the room.



Laser Cutter Machine Users Log Sheet (Machine:)

- Please fill this log sheet each time you use the Laser Cutter Machine.
- Record any abnormalities or problems.
- Clean the machine and the working area at the end of your session.

Date	Name	ID #	Department & Professor Name	Start Time	End time	Operation description and remarks

Laser Cutter room Key control procedures

- The key will only be issued up to a maximum of 24 hours.
- The form has to be filled before receiving the room key.
- McGill Access Protocol should be respected and followed.

Date	Name	ID #	Department	Signature	Pick-up Date	Returned By	Return Date	



Safety Rules

1. Do not operate the machine if you are not sure of what you are doing, call for help from the technicians! It is the responsibility of the operator to understand how to safely use a laser machine before turning it on.
2. Always follow the workshop safety rules and regulations and read user manual before using any machine.
3. Do not deactivate or bypass safety devices on machine or machine doors!
- 4. Never leave the machine unattended!**
5. Never work alone after hours, you have to be accompanied by a colleague or somebody at all times.
- 6. Only cut materials from the approved list. Any material that does not appear on the list must be approved by a technician.**
7. All students/interested users should receive the proper training on the machine's safe operation to be qualified to operate the machine.
8. The machine has to be cleaned by the user at the end of each session.
9. Inform the technician immediately if something went wrong and at the end of your session.

Start-up Procedure

1. Turn on the exhaust fan and make sure its running during the entire operation.
2. Only wood can be used with the laser cutter machine dedicated for wood and only plastic can be used with the laser cutter machine dedicated for plastic. NO other materials should be used.
3. Turn on compressed air supply.
4. Turn on fume extractor.
5. Turn on Laser cutter machine.
6. Reverse procedure when finished and before leaving the room.



Approved Materials

- Solid wood
- Plywood
- Chipboard
- Mat board
- Single ply cardboard
- Mdf
- Paper
- Acrylic (plexiglass)
- PETG

That's it, that's all. If you want to cut anything else at all you **must** first check with a technician.