

# FabLab Tampere – Code of Conduct and Rules of Use

After reading the operating instructions and rules, you are welcome to use FabLab Tampere services.

## Safety

- The Code of Conduct and any directions given by the staff must always be followed.
- Familiarize yourself with the user manuals and instruction videos and ask for advice if you do not know
  - how to use the machines.
  - how to do something safely.
  - how to choose appropriate materials.
- Always use all the specified safety equipment for the machines.
- Any accidents and damages must always be reported to the staff immediately so that instructions and procedures can be improved.
- Tell the staff if something is broken or a machine seems to be working abnormally.
- If you are a visitor (group or company), you are not insured by Tampere University Community. Obtaining accident insurance coverage is the responsibility of the FabLab visitor.
- If you are registered user and a member of Tampere University Community, you are covered by lowlevel accident insurance whenever conducting hobby activities. Each accident is processed separately as individual cases with the insurance company and the insurance company makes decisions about possible compensation. According to the contract between Tampere University Community and the insurance company, any medical expenses caused by an accident shall be compensated for a maximum period of three years starting from the date of the accident, totalling 5000 euros at the most. Obtaining more extensive accident insurance coverage is the responsibility of each FabLab user.



Digital fabrication Lab for learning and innovation

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## Registration and machine reservations

- Before making the first reservation one must register as a FabLab Tampere user. Tampere University Community members can register electronically (<https://id.tuni.fi/idm/entitlement>)
- When registering, the user warrants that they have read and accepted the FabLab Tampere Code of Conduct and Terms of Use and Liability.
- Machines can be booked the machines through [Resource Booker service](#).
- Course work takes precedence over hobby use. The staff reserves the right to reschedule/cancel reservations if necessary.
- Making recurring bookings to the machines is not acceptable. These bookings can be erased without warning.
- Laser cutters can be booked max. 2 hours per time. Personnel has the right to change the reservation if the time is exceeded without warning.

## Operating the machines

- Pay constant attention to the machines while using them. If you notice anything unsafe, stop the work immediately and report to the staff.
- Machines can be used only upon opening hours except of 3D printers which can be left to print overnight. Ready made prints can only be fetched and paid during opening hours.
- Use the machines only after familiarising yourself with the instructions of use and videos and/or participating in an introductory course and when you are confident that you can use the machine safely.
- CNC router, SLA printers and embroidery machine can only be used by people who have participated in a specific introductory on its use. Timetables for courses are published on FabLab website and Intranet.
- You can buy the materials from FabLab Tampere. If you wish to use your own materials, contact the staff in advance to agree on the materials.
- The staff does not provide actual instruction on using the software.



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- If the machines break due to the user's failure to comply with the Code of Conduct and/or negligence, the user is held responsible and he/she is liable to compensate for the damages caused.

## Use of the space

- It is forbidden to eat or drink by the work stations and in the immediate proximity of the machines.
- Hot work is forbidden at FabLab Tampere and painting is only allowed with water-soluble paints.
- Return the tools and machines that you use in their appropriate places. It is forbidden to take any tools or machines outside FabLab.
- Clean up before leaving and make sure that the space is at least as clean as it was when you arrived.
- Any incomplete work must be stored in dedicated lockers. You can get your own locker by visiting at any infodesks in Hervanta campus.
- It is not allowed to manufacture guns, knives, crossbows, explosives, and parts of any of the aforementioned or anything that has been designed for injuring people.
- Attending classes or working on campus while under the influence of alcohol or other controlled substances or disruptive intoxication is prohibited anywhere on campus. Disruptively intoxicated persons may be ejected from the premises.

## Information sharing

- Sharing is a part of the community culture at FabLab and it applies to all registered FabLab Tampere users.
- If you are working at FabLab, you accept that photos may be taken or video footage recorded of yourself and your work and that this material may be used for advertising and public relations purposes.
- Commercial projects can be developed at FabLab Tampere. You are not allowed to produce anything for a commercial use. FabLab is a product development workshop, not a production line.



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FabLab Tampere reserves the right to change the operating instructions and rules Tampere University Foundation.



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