

Procedure for submitting parts to the shop:

1. Provide as many CAD drawings as you need to the "PART_FABRICATION/DRAWINGS" folder in GRABCAD
2. Submit an engineering drawing to Malcolm (mtisdale@caltech.edu) and Luis (lpabonma@caltech.edu) in PDF format for each part that is to be fabricated.
 - a. Be sure to include the type of material
3. Fill out the manufacture request form here: <https://forms.gle/dUipzsjRb4D82i1c9>
4. After approval submit a DXF file for any parts that need to be made on the laser or water jet
 - a. Be sure to include quantity
5. Parts that are to be fabricated on the mill and lathe will use information from your engineering drawings and GRABCAD files.
6. Watch your emails for questions if there are problems

All parts will be fabricated in order of time received.

All requests must be submitted no later than Thursday of the current week at 5 pm PST.

All parts will be shipped out Friday of the following week.

Please be patient, this is all new to us also.