



MS 101 Makerspace Fabrication Request Form – Spring 2024

Project Group No: _____

Team Member Names and Roll Numbers: (I) _____ (II) _____
(III) _____ (IV) _____
(V) _____ (VI) _____

Team Mentor (Project TA) Names and Signatures: (ME Mentor) _____ (EE Mentor) _____

Section 1: 3D Printing

- Weight and Printing Time:** The total weight of all parts must NOT exceed 300gm AND the total printing time must NOT exceed ~20 hrs. Your team must ensure that all parts are within these limits before submitting the job for printing.
- Job Submission:** Job need to be submit **before last 30 minutes of your lab slot. Kindly fill up the details in online google form and fabrication request form.** It is your team's responsibility to submit the job with the help of a lab engineer and monitor the progress (for the first 10 minutes and every 30 minutes after that). In case of any printing issues, please pause the printing and contact the lab engineer immediately. You have to collect one pouch and 2 sticky notes from staff room. On sticky notes write: Project Group No, Roll No, Part Name, Date, Time.
- Misuse of Machine:** ANY misuse of the 3D printer will be monitored via CCTV cameras and will attract a grade penalty. Ensure that your team is following all safety guidelines and using the 3D printer correctly.
- Job Collection:** The job collection time will be 9:30 AM – 11:30 AM, and 2 PM – 4 PM every day. A team member **MUST** present this form to collect the completed part. **Mandatory to bring ID card while collection.**

Job #	Part Name	Weight (g)	Printing Time (min)	Verified by	Job Submission Details				Job Collection Details			
					Machine Number	Date	Time	Lab Engineer Sign	Date	Time	Team Member Sign	Lab Engineer/Staff Sign
Total												

Please note: This form is non-transferrable and cannot be used by anyone other than the designated team member. The form will not be re-issued if lost, so please ensure that you keep it safe and secure. For all MS 101 lab fabrication related issues contact your TA or Staff (Sunil Kahalekar)



Section 2: Laser Cutting

1. **Total Area:** The total area of all parts must NOT exceed 400mm*400mm for test parts (Foam sheet) or for the final parts (acrylic). Ensure that all parts are within these limits before submitting the job for laser cutting.
2. **Job Submission:** Job submission time will from **first 15 minutes to till 150 min** of your lab slot. **Kindly fill up the details in online google form and fabrication request form.** You must provide the part file to the lab engineer. The lab engineer will assist you in fabricating the job.
3. **Misuse of Machine:** ANY misuse of the laser cutting machine will be monitored via CCTV cameras and will attract a grade penalty. Ensure that your team is following all safety guidelines and using the machine correctly.
4. **Job Collection:** The job collection time will be 9:30 AM – 11:30 AM, and 2 PM – 4 PM every day. A team member MUST present this form to collect the completed part. **Mandatory to bring ID card while collection.**

Test Cuts (Foam Sheet)

Job #	Part Name	Area (cm ²)	Verified by	Job Submission Details			Job Collection Details			
				Date	Time	Lab Engineer Sign	Date	Time	Team Member Sign	Lab Engineer Sign
Total										

Final Cuts (Acrylic)

Job #	Part Name	Area (cm ²)	Verified by	Job Submission Details			Job Collection Details			
				Date	Time	Lab Engineer Sign	Date	Time	Team Member Sign	Lab Engineer Sign
Total										

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