

## **Design Fabrication Center (Yoshida Campus) User Guidelines (Rev. September 2, 2014)**

### **I. Access to Design Fabrication Center (Design Creative Base/DCB)**

1. A key (\*1) is required for entry. Refer to the document “Access Key Clearance Guidelines” for further information.
2. The DCB’s regular hours are 8:45 a.m.–6 p.m. After-hour use is permitted for FBL/PBLs attended by a faculty or administrative staff member of a Unit of Design member department, etc. (\*2) faculty, or if an Application for Use of Facilities form is submitted and approved.

### **II. Use and Reservation of Spaces and Equipment**

Refer to the User’s Guide for available spaces. Refer to the Equipment List for available equipment. The equipment are classified into three categories according to degree of danger, and cannot be used until completion of the specified safety tutorials.

#### **1. Eligible Users**

- Key (\*1) holders
- Faculty and administrative staff of Unit of Design member departments, etc. (\*2)
- Other personnel involved in a Design Program-related activity

#### **2. Making Reservations**

Faculty and administrative staff of Unit of Design member departments, etc. (\*2) are able to reserve space and equipment via e-mail to the address listed below, using the format of the Application for Use of Facilities.

(Go to <http://www.design.kyoto-u.ac.jp/facility/yoshida.html> to confirm availability of the space.)

- Priority is given to reservations for Design Program lectures/events. Other reservations will be processed in the order received.
- Cancellation of reservations should be notified immediately.
- The person applying for the reservation will be considered the user in charge. If the user in charge differs from the applicant, indicate accordingly in the Application for Use of Facilities.

#### **3. User in Charge**

- Manage the entry and exit of attendees of lectures/events.
- Make sure no non-key holders are left alone in the DCB.
- When using the DCB without the attendance of a faculty and administrative staff member of Unit of Design member department, etc. (\*2), be sure the users observe the rules in these guidelines.
- Operation of equipment must be prohibited if only one student is to be left in the DCB.
- In certain cases, repair or replacement costs may be charged for equipment damage/loss.

### **III. Equipment, Consumable Supplies, and Materials**

- In general, materials are to be supplied by the user.
- For materials that are difficult to obtain, such as materials for 3D printers, contact the e-mail address below for assistance.
- Clean and return all equipment to the original state and remove all end products after the use of the facility.
- DCB’s stock of consumable supplies for certain cutting equipment is available for use. If supplies are out of stock or assistance is required to exchange parts of equipment, contact the e-mail address below.
- Make sure all loaned items are accounted for prior to return.
- In case of damage or loss of equipment/tools, immediately notify the user in charge and the contact below.

### **IV. Miscellaneous**

1. The Unit of Design is not responsible for the loss, damage, or theft of valuables or other items brought into the DCB by users /participants.
2. When using the facility after hours, do not keep doors open by placing objects in the doorway.

3. Equipment, consumable supplies, and materials are not allowed off the premises of DCB.
4. DCB has highly dangerous equipment, so be sure to follow the instructions of the user in charge while operating such equipment. In case of accidents or injuries, immediately notify the user in charge and the emergency contact below.
5. The last person to leave the facility is responsible for turning off all electrical equipment, lights and air conditioners, and for locking the door behind.
6. Contact the e-mail address below before transporting items in and out of the facility or storing items temporarily in the facility.

\*1: Faculty ID or Student ID with access privilege registered, or Card Key.

\*2: Graduate School of Informatics (Dept. of Intelligence Science and Technology, Dept. of Social Informatics, Dept. of Applied Mathematics and Physics, Dept. of Systems Science, Dept. of Communication and Computer Engineering), Graduate School of Engineering (Dept. of Mechanical Engineering and Science, Dept. of Micro Engineering, Dept. Aeronautics and Astronautics, Dept. of Architecture and Architectural Engineering), Graduate School of Management, Graduate School of Education (Division of Educational Studies), and Unit of Design.

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Contact: [yoshida@design.kyoto-u.ac.jp](mailto:yoshida@design.kyoto-u.ac.jp)

Emergency Contact: Design Unit Office, 075-753-3583