

Table of Contents

1. Document Overview.....	2
1.1. Purpose and Scope.....	2
1.2. Authorities	2
1.3. Definitions.....	2
1.4. This Document.....	3
2. Universal CACM Lab Policies (Apply to ALL Labs).....	3
2.1. Access & Training Requirements	3
2.2. Project Eligibility & Restrictions	3
2.3. Safety Requirements	4
2.4. Conduct Expectations	4
2.5. Approved & Banned Materials	4
2.6. Space Use & Cleanliness	5
2.7. Storage & Trash	5
2.8. Food & Drink.....	5
2.9. Restricted Areas	6
2.10. Closing Procedures	6
3. Lab-Specific Policies.....	6
3.1. Built Environment Innovation Lab (BEIL)	6
3.2. Digital Fabrication Lab (DFL)	8
3.3. Media Lab	10
3.4. Computer Labs	12
3.5. Crawford Lab (E119)	13
3.6. Design Analytics Lab (DAL).....	14
4. Student Assistant Specific Policies	14
4.1. Preface	14
4.2. On-Shift Expectations.....	15
4.3. Student Assistant Privileges & After-Hours Use.....	15
5. Infractions & Disciplinary Action	15

1. Document Overview

1.1. Purpose and Scope

- 1.1.1. This document establishes the official rules, policies, and expectations governing all College of Architecture and Construction Management (CACM) laboratory spaces, including the **Built Environment Innovation Lab (BEIL)**, the **Digital Fabrication Lab (DFL)**, the **Media Lab**, the **Crawford Lab**, the **Design Analytics Lab (DAL)**, and the **college computer labs**. These policies apply to all end users, Student Assistants, faculty, and staff who enter or utilize CACM lab facilities.
- 1.1.2. These policies supplement all applicable [Kennesaw State University \(KSU\) institutional policies](#), including the [Student Code of Conduct](#), [Environmental Health & Safety \(EHS\) requirements](#), and departmental guidelines.

1.2. Authorities

- 1.2.1. The CACM **Associate Director** serves as the primary authority over all CACM lab spaces and retains final decision-making power regarding policy interpretation, disciplinary action, and operational exceptions.
- 1.2.2. **Lab Staff** (including the Woodshop Manager, Senior Lab Technician, Senior Media Supervisor, Digital Fabrication Technician) employed by CACM are authorized to enforce all policies contained in this document and may take disciplinary action when necessary.
- 1.2.3. The **Associate Dean for Research** employed by CACM is authorized to permit access to faculty end users for select labs, outlined in Section 3.5 and Section 3.6.

1.3. Definitions

- 1.3.1. **End User:** Any active KSU CACM student, faculty member, staff member, or approved affiliate with an active Talon Card who is not part of Lab Staff or a Student Assistant.
- 1.3.2. **Visitor:** Any individual without an active Talon Card or not affiliated with KSU CACM. Visitors may only enter lab spaces for scheduled tours or approved events and may not operate equipment unless explicit approval is given by Lab Staff.
- 1.3.3. **Student Assistants:** Trained student employees who operate lab operations under the supervision of Lab Staff. Student Assistant role policies outlined in Section XYZ.

1.4. This Document

- 1.4.1. The policies in this document are subject to change at the discretion of the Lab Staff. This document will be maintained by Lab Staff and will remain available to the public. Any changes of significance, as determined at the discretion of the Lab Staff, will be communicated to all Student Assistants and, as necessary, to the public.

2. Universal CACM Lab Policies (Apply to ALL Labs)

2.1. Access & Training Requirements

- 2.1.1. Lab access is restricted to active CACM students, faculty, and staff during posted hours.
- 2.1.2. End users must use their own Talon Card for entry (where required) and may not allow others to “tailgate” or enter behind them.
- 2.1.3. Propping open lab doors is prohibited.
- 2.1.4. KSU users outside the CACM department (e.g., student competition teams) may only use the labs with advance permission from the Associate Director and Lab Staff, arranged at the start of the semester, and are subject to a lab fee. Lab Staff may deny access at any time to prioritize CACM usage.
- 2.1.5. End users must complete all required safety training before using the labs and may not operate equipment they have not been trained on, regardless of outside experience.
- 2.1.6. End users must review posted SOPs, safety signage, and machine documentation prior to use.

2.2. Project Eligibility & Restrictions

- 2.2.1. Labs may be used for academic projects, research, and approved departmental initiatives.
- 2.2.2. Items created using CACM lab resources may not be sold (e.g., Etsy, eBay), used for commercial purposes, or produced in bulk.
- 2.2.3. Projects that are inappropriate or involving weapons, weapon-like objects, dangerous materials, or illegal activity that violate any Federal or State laws are prohibited.
- 2.2.4. Personal Projects are permitted only in designated labs and only on equipment approved for personal use, as indicated in [Section 3](#) for each space.

- 2.2.5. Academic and research needs take priority; excessive personal project usage, or usage that interferes with Lab Staff and Student Assistant obligations may be restricted.
- 2.2.6. Staff-operated equipment (e.g., CNC) and equipment utilizing departmental consumables (e.g., 3D printers, large-format plotters) may not be used for personal projects under any circumstances.

2.3. Safety Requirements

- 2.3.1. Required PPE must be worn as posted in each lab or as required by Lab Staff.
- 2.3.2. End users must report hazards, injuries, or equipment malfunctions immediately to Lab Staff or Student Assistants and stop usage of the impacted equipment.
- 2.3.3. Any incident resulting in injury or illness, environmental damage, property damage, or near-miss incident with no injuries must be immediately reported through the [EHS ETQ Reliance system](#).
- 2.3.4. Equipment and resources must be used only as intended in accordance with SOPs; modifications or unauthorized adjustments are prohibited.
- 2.3.5. End users must maintain awareness of their surroundings and avoid distracting others who are operating equipment.

2.4. Conduct Expectations

- 2.4.1. CACM's labs are professional environments; respectful and appropriate behavior towards peers, Student Assistants, and Lab Staff is required. Disruptive behavior, harassment, or interference with lab operations is prohibited.
- 2.4.2. End users must comply with instructions from Lab Staff and Student Assistants. Noncompliance may result in disciplinary action.

2.5. Approved & Banned Materials

- 2.5.1. Only materials listed as approved for each lab may be used on lab equipment.
- 2.5.2. Materials not listed must be reviewed and approved by Lab Staff before use.
- 2.5.3. Approved materials lists from other labs, institutions, or websites do not apply to CACM labs.
- 2.5.4. End users are responsible for verifying material composition; "unknown" materials may not be used.

2.6. Space Use & Cleanliness

- 2.6.1. Equipment may not be left unattended except for brief periods (e.g., restroom break) and only after pausing or shutting down equipment.
- 2.6.2. All work areas must be cleaned and reset after use, including sweeping, vacuuming, wiping surfaces, and returning tools.
- 2.6.3. Lab tables may only be used for work directly related to lab equipment. Model glue-ups and assembly are not permitted at any time.
- 2.6.4. Fabrication lab computers may only be used for work directly related to lab equipment.
- 2.6.5. Tools and equipment may not be removed from any lab without explicit permission from Lab Staff.
- 2.6.6. End users must maintain clear and unobstructed walkways and avoid creating trip hazards.
- 2.6.7. Studio chairs and other furniture not originating from the spaces are not permitted in the labs.
- 2.6.8. Adjacent hallways are not part of the lab environment and may not be used for any activity that is restricted to designated lab spaces, including tool use, material processing, assembly, or storage.

2.7. Storage & Trash

- 2.7.1. Personal storage is not permitted in any lab.
- 2.7.2. Temporary project storage requires prior Lab Staff approval and may be revoked at any time.
- 2.7.3. Items left without authorization may be discarded.
- 2.7.4. Trash must be disposed of properly; oversized materials must be broken down or taken to an outdoor dumpster.

2.8. Food & Drink

- 2.8.1. No food is allowed in any lab.
- 2.8.2. Closed-lid water bottles may be stored in backpacks away from equipment. Drink containers may be opened briefly for consumption but must remain away from work surfaces and machines.

2.9. Restricted Areas

- 2.9.1. Storage closets, chemical cabinets, and staff workstations are restricted to Lab Staff and Student Assistants.
- 2.9.2. Posted signage indicating additional restricted access to equipment, rooms, and storage must be always followed.

2.10. Closing Procedures

- 2.10.1. End users must leave promptly at closing; cleanup must begin in advance when the closing warning is issued.
- 2.10.2. Projects left out after closing without authorization may be discarded.
- 2.10.3. Attempts to solicit after-hours access or remain past closing are prohibited.

3. Lab-Specific Policies

3.1. Built Environment Innovation Lab (BEIL)

3.1.1. Access & Training Requirements

- 3.1.1.1. All active CACM users receive BEIL door access within the first two (2) weeks of the semester, for use during operating hours. Users are responsible for ensuring their Talon Card is functional.
- 3.1.1.2. Completion of the BEIL D2L safety course is required before using any equipment or resources, regardless of door access status.
- 3.1.1.3. Individual enrollment in the BEIL safety course must be coordinated with Lab Staff; instructors may coordinate enrollment for entire classes with Lab Staff.
- 3.1.1.4. The BEIL may be closed for scheduled classes. End users must check the posted calendar before planning work.
- 3.1.1.5. Faculty must remain present for the full duration of any reserved class time in the BEIL.

3.1.2. Safety Requirements

- 3.1.2.1. Safety glasses and closed-toe shoes must be always worn beyond the designated “safe zone” near the Lab Staff offices, indicated by floor tape.

- 3.1.2.2. Long hair must be tied back, and loose clothing, jewelry, or accessories must be secured to prevent entanglement. Gloves must not be worn while operating machinery.
- 3.1.2.3. Hearing protection should be worn during loud or extended equipment operation.
- 3.1.2.4. Dust collection blast gates must be opened before operating any machine; users must verify that the dust collection system light for their station (orange, blue, or green) is active.

3.1.3. Space Use

- 3.1.3.1. The table saws, wood lathe, and CNC machines are locked out to general end users and may only be operated by Lab Staff unless special training and written approval are granted.
- 3.1.3.2. Materials with uncured paint, stain, or adhesives may not be cut or sanded on BEIL equipment.
- 3.1.3.3. Concrete and metal work must occur outside of the BEIL and only with prior approval.
- 3.1.3.4. Personal projects are permitted only for trained CACM users and only when they do not interfere with academic or research needs or with Lab Staff obligations.
- 3.1.3.5. Projects that generate excessive dust, fumes, or noise may be restricted. Projects that use excessive shop consumables may be restricted.
- 3.1.3.6. Projects may not occupy BEIL tables or work surfaces for extended periods. Long-term or unfinished projects that prevent others from using the space may be removed or denied at the discretion of Lab Staff.
- 3.1.3.7. Work surfaces must be protected with kraft paper when using adhesives, finishes, or other materials that may damage tables.
- 3.1.3.8. Projects may not be assembled or stored on the floor unless explicitly approved by Lab Staff.
- 3.1.3.9. Lab Staff are not responsible for materials that warp or degrade due to humidity or long-term storage.

3.1.4. CNC

- 3.1.4.1. CNC consultations must be scheduled in advance through the designated calendar. Walk-ins are not accepted.

- 3.1.4.2. CNC files and materials must be reviewed and approved before a job is booked.
- 3.1.4.3. Material must include sufficient margin for clamping; Lab Staff are not responsible for material that cannot be secured.
- 3.1.4.4. Users must remain present for the full duration of their CNC job unless otherwise approved.
- 3.1.4.5. The CNC must be fully cleaned after each job; failure to clean may result in immediate disciplinary action.

3.2. Digital Fabrication Lab (DFL)

3.2.1. Access & Training Requirements

- 3.2.1.1. All active CACM users receive DFL door access within the first two (2) weeks of the semester, for use during operating hours. Users are responsible for ensuring their Talon Card is functional.
- 3.2.1.2. Completion of the DFL D2L safety course is required before using any equipment or resources, regardless of door access status.
- 3.2.1.3. Certain CACM departmental courses include automatic enrollment (i.e., Studio 1st year and Accelerated Studio); instructors may coordinate enrollment for entire classes with Lab Staff. Additional individual enrollment in the DFL safety course must be coordinated with Lab Staff.
- 3.2.1.4. The DFL cannot be reserved for exclusive class use, but training workshops may be approved by Lab Staff on a case-by-case basis.

3.2.2. Safety Requirements

- 3.2.2.1. Closed-toe shoes are required at all times.
- 3.2.2.2. The central exhaust system must be turned on before operating any machine.
- 3.2.2.3. Laser cutters and the vacuum forming machine must never be operated without opening the individual equipment's air-assist line (copper pipe).
- 3.2.2.4. Hands should be clear of all equipment beds during machine operation.

3.2.3. Space Use

- 3.2.3.1. Materials with uncured paint, stain, or adhesives may not be processed on DFL equipment.

- 3.2.3.2. Material cutting with a box cutter or cutting knife is restricted to the MDF-covered tables.
- 3.2.3.3. Personal projects are restricted to the laser cutters and vacuum former and are permitted only for trained CACM users and only when they do not interfere with academic or research needs or with Lab Staff obligations.

3.2.4. Laser Cutter

- 3.2.4.1. Priority goes to trained users who reserve time on the online scheduler. Walk-ins are allowed when a machine is unreserved.
- 3.2.4.2. Plywood, construction materials, and any materials not on the approved materials list may not be loaded into the laser cutter for any reason. Use the BEIL for construction-grade sheet stock.
- 3.2.4.3. Laser cutters are a high fire risk. Never leave a machine unattended; pause the job before walking away. End users may not ask others on neighboring equipment to monitor their job. Failure to comply will result in immediate disciplinary action.
- 3.2.4.4. Users may operate only one laser cutter at a time.
- 3.2.4.5. Do not stare directly at the laser cutter beam while cutting.
- 3.2.4.6. Do not lean on the equipment; this can throw off calibration.
- 3.2.4.7. If repeated flames occur, stop the job and adjust settings (lower power and/or increase speed).
- 3.2.4.8. Never open the laser cutter door during operation. After cutting plastics, wait 30 seconds before opening the lid to allow fumes to vent.
- 3.2.4.9. Use the hallway scrap drawer only for usable scraps of approved materials. Do not place unapproved materials and trash in the drawer.

3.2.5. 3D Printer Farm

- 3.2.5.1. Personal projects are not permitted on 3D printers.
- 3.2.5.2. Only the filament types provided by the lab may be used (PLA).
- 3.2.5.3. All jobs must be submitted remotely through [3DPrinterOS](#). Users may not email files to Lab Staff or Student Assistants, operate printers directly from the console screens, or attempt to bypass 3DPrinterOS in another way.
- 3.2.5.4. Prints run on a first-come, first-served basis. Lab Staff and Student Assistants will not alter the queue order.

- 3.2.5.5. End users and Student Assistants may have only one active or queued print at a time.
- 3.2.5.6. Only files that can be feasibly printed, such as those with adequate support and proper bed attachment, will be approved and started by Lab Staff or Student Assistants. Approval may be rescinded if a file repeatedly fails.
- 3.2.5.7. Jobs with unreasonably high printing hours may be denied.
- 3.2.5.8. The 3D printers are limited to the preset filament allotment. Purchasing or requesting additional allotment is not available at this time, though special circumstances may be considered on a case-by-case basis.
- 3.2.5.9. Lab Staff and Student Assistants are not responsible for prints once they are placed in the hallway pickup area.
- 3.2.5.10. If a print has finished but has not yet been removed by Staff or a Student Assistant, users may remove their own prints by following the posted instructions near the machine racks.

3.2.6. Vacuum Former

- 3.2.6.1. The vacuum former is available during Lab Staff hours only. Speak with a Lab Staff member in advance to schedule.
- 3.2.6.2. PETG is supplied for department-coordinated projects; however, users may also use PETG plastic they have sourced personally for their own work if approved by Lab Staff.
- 3.2.6.3. Verify that the ventilation hood is opened prior to operation.
- 3.2.6.4. No manual hand-forming operations are allowed (e.g., heat gunning plastic in the frame).
- 3.2.6.5. The vacuum forming machine is a high heat risk. Allow the formed plastic and mold to cool completely before handling.

3.2.7. Advanced Fabrication Equipment

- 3.2.7.1. 3D printing on the Stratasys F170, Modix 120x, and FormLabs Form 3L are limited to faculty and Lab Staff only and are not available for student requests. Faculty may contact Lab Staff for information on accessing these research-focused machines and purchasing the required consumables.

3.3. Media Lab

3.3.1. Access

3.3.1.1. All active CACM students, faculty, and staff may enter and use the Media Lab during operating hours when the door is unlocked.

3.3.2. Space Use

3.3.2.1. Personal projects are prohibited on all printers and plotters.

3.3.2.2. Uncured media such as spray fixative, ink, and paint, as well as materials that can rub off such as graphite and charcoal, are prohibited on all equipment.

3.3.3. Large-Format Plotting & Printing

3.3.3.1. 8.5 x 11 and 11 x 17 printing is restricted to the Ricoh printers.

Submissions that tile multiple small pages into a larger sheet for plotting will be rejected.

3.3.3.2. Plot submissions are normally printed on bond paper. Vellum may be used for construction drawings. Photo paper is reserved for external competition and scholarship submissions.

3.3.3.3. Users may bring their own paper and plot their work. Accepted media include single cut sheets or rolls with a 2-inch core. Contact Lab Staff for an appointment. Standard rates apply.

3.3.3.4. Plotters cannot print full bleed. Margins of approximately $\frac{1}{4}$ to $\frac{3}{4}$ inch on the leading and trailing edges and $\frac{1}{4}$ to $\frac{1}{2}$ inch on the sides will appear on all prints.

3.3.3.5. Submissions with more than 50% heavy ink coverage (e.g., white text on black backgrounds) will be rejected, except for external competition or scholarship work.

3.3.3.6. Plot submissions must be emailed to cacm.medialab@kennesaw.edu from a @students.kennesaw.edu or @kennesaw.edu address.

Attached files must meet the following requirements:

- PDF format
- 150dpi
- Flattened
- Correct scale
- One of the following sizes: 18 x 24, 24 x 36, 30 x 42, 24 x 24, or 24 x 48
- Plot submissions that do not meet these requirements and result in plotters printing blank sheets will be charged to the student at

\$0.50 per square foot, even if the student has some of their free 100 square foot allotment left.

- 3.3.3.7. Only one copy is provided per submitted image. Additional copies require personal paper or scrap paper.
- 3.3.3.8. User-led mistakes are reprinted only after all first-print submissions for the day. The original print must be returned so the revision can be printed on the reverse side.
- 3.3.3.9. CACM students receive 100 square feet of free printing. After that, printing is charged at \$0.50 per square foot.
- 3.3.3.10. Lead times:
 - 9 a.m. pickup: submissions due by 4 p.m. the previous business day
 - 1:00 p.m. pickup: submissions are due by 9 a.m. the same day
 - 2:00 p.m. pickup: submissions are due by 10:00 a.m. the same day
 - 3:00 p.m. pickup: submissions are due by 11:00 a.m. the same day
 - 4:00 p.m. pickup: submissions are due by 12:00 p.m. the same day
 - 5:00 p.m. pickup: submissions are due by 1:00 p.m. the same day

3.3.4. Scanners

- 3.3.4.1. Epson flatbed scanners are self-service and can support scans up to 12.25 x 17.25 inches.
- 3.3.4.2. The roll-feed scanner may only be used under direct Lab Staff supervision and is limited to ink and blueline drawings. Spray fixative does not make a drawing safe to scan, but placing the drawing in a user-provided acetate sleeve may be permitted as a workaround.

3.3.5. Photo Studio

- 3.3.5.1. The Photo Studio is available by online reservation or appointment only.
- 3.3.5.2. A maximum of two users are allowed in the Photo Studio at a time.
- 3.3.5.3. Do not move or reposition lamps while they are powered on or hot. Allow several minutes for cooling before adjusting to prevent bulb damage.
- 3.3.5.4. Avoid creating a trip hazard with equipment cables.

3.4. Computer Labs

3.4.1. Access

3.4.1.1. All active CACM users receive CACM Design 1 (I1) computer lab door access within the first two (2) weeks of the semester, for use during operating hours. Users are responsible for ensuring their Talon Card is functional.

3.4.2. Space Use

3.4.2.1. The Student Success Headquarters (SSHQ) Computer Lab is available for walk-in use only. Classes, events, and other activities may not be booked in this space.

3.4.2.2. End users may use classroom computer labs outside of class time and officially scheduled events to work on their projects.

3.4.2.3. Computers left logged in after use pose a security risk and may be logged out at any time.

3.4.2.4. Food and drink are not permitted in the computer labs at any time, regardless of any class policy set by a faculty member.

3.4.2.5. Doors must never be left propped open after class time, as this creates a security risk, especially after hours. Users are required to use their Talon Card for entry.

3.5. Crawford Lab (E119)

3.5.1. Access

3.5.1.1. The Crawford Lab room, equipment, and resources are for faculty and Lab Staff only and are not available for individual student requests. Faculty may discuss access and equipment needs with the CACM Associate Dean for Research.

3.5.2. Space Use

3.5.2.1. The door must never be propped open for students or any other unauthorized users.

3.5.2.2. Faculty may coordinate student use when door access is requested, but they are fully responsible for that use and must be physically present to supervise at all times.

3.5.2.3. All equipment in this space supports faculty projects, courses, and research. Lab Staff can provide introductory sessions, but in-depth training is not offered.

3.6. Design Analytics Lab (DAL)

3.6.1. Access

3.6.1.1. The DAL room, equipment, and resources are for faculty and Lab Staff only and are not available for individual student request. Faculty receive door access through [25Live scheduling](#) and may discuss additional access and equipment loan needs with the CACM Associate Dean of Research.

3.6.2. Space Use

3.6.2.1. All equipment in this space is available to support faculty projects, courses, and research. Introductory sessions are made available by contacting Lab Staff.

3.6.2.2. All equipment in this space supports faculty projects, courses, and research. Lab Staff can provide introductory sessions, but in-depth training is not offered.

3.6.2.3. AR/VR equipment is available for loan through an ADR request with an approved proposal.

3.7. iSTEM High Bay Lab

3.7.1. Access

3.7.1.1. The iSTEM building High Bay Lab, equipment, and resources are for faculty and Lab Staff only and are not available for individual student requests. Faculty may discuss access and equipment needs with the CACM Associate Dean for Research.

3.7.2. Space Use

3.7.2.1. Faculty may coordinate student use when door access is requested, but they are fully responsible for that use and must be physically present to supervise at all times.

4. Student Assistant Specific Policies

4.1. Preface

4.1.1. The policies in this section only apply to active Student Assistants, not end users or anyone else using the spaces.

4.2. On-Shift Expectations

- 4.2.1. Remain attentive and available to assist end users.
- 4.2.2. Headphone use permitted only under supervising Lab Staff approval.
- 4.2.3. Personal work (e.g., homework) is only permitted when no lab tasks require attention.
- 4.2.4. Arrive on time and communicate absences in advance.
- 4.2.5. Excessive missed shifts, regardless of if they are called out ahead of time, may be subject to disciplinary action, including termination.
- 4.2.6. Remain in the assigned workspace unless excused by a supervisor or stepping away briefly (e.g., bathroom breaks).
- 4.2.7. Eat only with Lab Staff approval and only in designated areas; wash hands before handling equipment.

4.3. Responsibilities

- 4.3.1. Enforce lab policies consistently and professionally.
- 4.3.2. Assist end users with equipment setup, troubleshooting, and safety guidance.
- 4.3.3. Maintain cleanliness, organization, and readiness of lab spaces.
- 4.3.4. Report equipment issues or safety concerns to Lab Staff immediately. Perform shutdown procedures if required.

4.4. Student Assistant Privileges & After-Hours Use

- 4.4.1. May not lend their Talon Card to anyone for lab access or equipment use at any time.
- 4.4.2. After-hours lab use is permitted for Student Assistants only with prior approval from supervising Lab Staff.
- 4.4.3. Do not allow non-Student Assistants into the labs after hours.

5. Infractions & Disciplinary Action

- 5.1.1. Violations of the policies in this document may result in infractions and disciplinary action. Lab Staff have the ultimate authority to take disciplinary action to do so without regard to the infraction model described below.
- 5.1.2. Infractions are given in 3 levels as described, and recorded in SharePoint:

Level	Type	Consequence
0	Warning	Verbal warning.
1	Moderate	Semester-long ban from all the labs. Student misconduct report filed.
2	Severe	Permanent ban from all the labs. Student misconduct report filed. Staff will meet with CACM leadership to discuss appeals.

5.1.3. Level 0 infractions (warnings) may be issued by any Student Assistant to an end user and reported to Lab Staff. Level 1-2 infractions may only be issued by Lab Staff.

5.1.4. Multiple low-level infractions may result in a higher-level infraction.