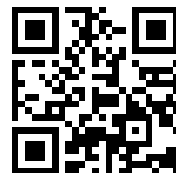


User Guide for WASEDA Monozukuri Koubou (Makerspace)



WEBSITE

<Users> Waseda university student / Faculty member

<Office Hours> Mon-Wed 9:00 - 17:00

Thu & Fri 9:00 - 18:00

Sat 9:00 - 17:00 (Only the 1st and 3rd Saturday)

*Closed on the 2nd and 4th Saturdays, Sundays, and National Holidays.

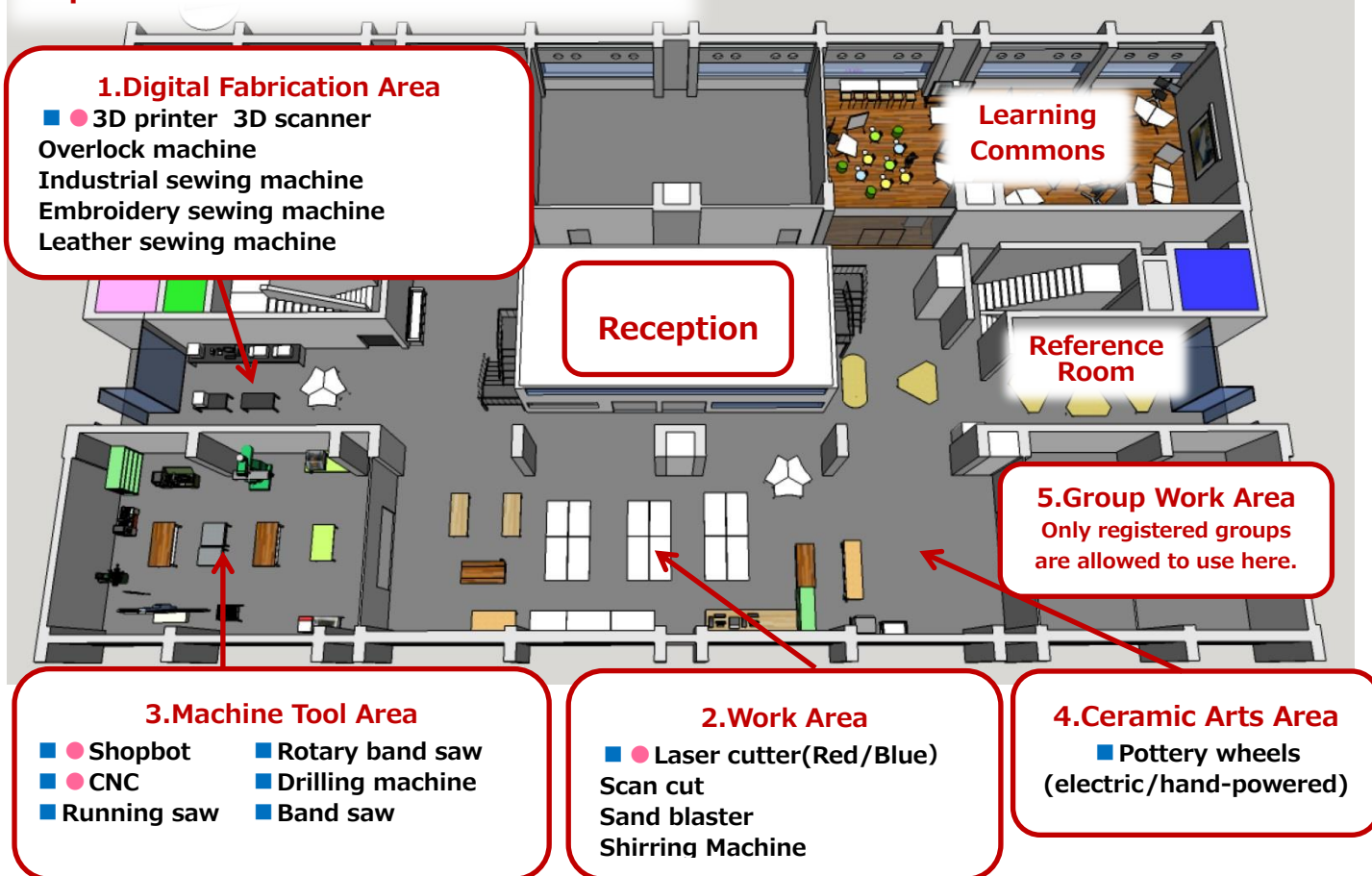
<Admission> Free

*The plan might be changed depending on the situation. Please check our website for the details.

*In principle, you can use the workshop for **hobby and the club activities**. **Assignments and research** are to be discussed.

How	At the 1 st time	① You need to register for a user of the workshop at the first time. Please register at the reception.
To	To enter	② You need to put your ID card on the card reader at the reception and fill in the form with PC.
Use	To leave	③ You just need to put your ID card.

[Map of WASEDA Monodukuri Koubou]



■...Training session is necessary to use

●...Reservation is necessary to use

1. **Digital Fabrication Area**...For 3D printer and sewing machine etc.
2. **Work Area**...For handworks, electronics, the sand blaster, and the cutting machine etc.
3. **Machine Tool Area**...For the lathes, the running saw, and the laser cutters etc. Training sessions are necessary to use these machines.
4. **Ceramic Arts Area**...For pottery. You can use materials we have here. Training sessions are necessary.
5. **Meeting Area**...You can use this area for taking a break, not for working. (No eating for now)
6. **Group Work Area**...Only registered groups are allowed to use here. Annual screening is necessary to register.

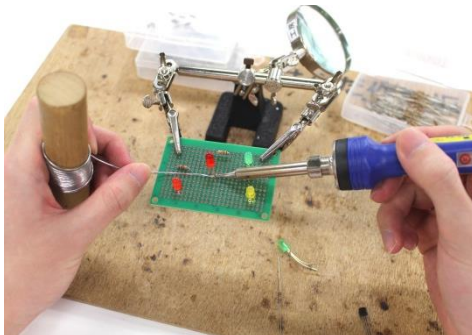
Example of Making at the Workshop

Resin 3D Printing



Resin 3D printing is available by CAD data. Training session and reservation are required.

Electronics



Working on electronics with soldering irons and electronics parts.

Dressmaking and Embroidery



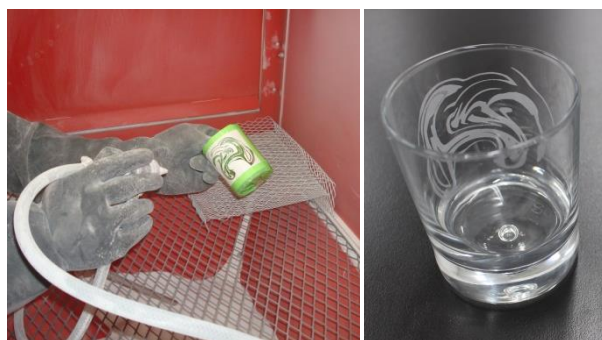
Overlock machine for hemming bottoms in addition to regular sewing machines.

Laser Cutting



Cutting and engraving with vector data by the laser cutter. Training session and reservation are required.

Sand Blasting



Blasting sand by sand blaster and engraving the patterns on the glass.

Ceramic Arts



You can use ceramic arts area by taking training sessions. Both of hand forming and electronic pottery wheels are possible.

Leather Crafting



Both leather sewing machine and crafting by hands with the kit are available.

Plywood and Resin Cutting



Cutting large boards by running saw. Training session is required.

Metal Working



UV Cure Resin Crafting



Making things like the jewelry with UV cure resin.

Attention to your clothes when entering the machine tool area!

You may not enter the machine tools area if your clothes are determined to be dangerous such as clothes that may get caught in machinery, exposes a lot of skin, or is highly flammable.

Inappropriate clothes could result in rebooking for a later date.

Pay attention to the rules of work clothes if you have booked the laser cutter, the drilling machine, the running saw, the rotary band saw, the milling machine, band saw, and the lathes.



Wearing cap



Tie your long hair



Wearing safety glasses



No gloves

*Please ask the staffs if it's needed for hauling



Tuck in your shirts



Fasten the cuffs, fastener, and buttons.



スカート



半ズボン



ジャージ



スウェット



くるぶし丈の靴下

※それ以外でも、作業に適さないと判断される服装の場合、入室不可となることがあります。



Sneakers Safety Shoes



Sandals High Heels

※You may not enter the room if it's determined to be dangerous such as stepping on your heels or wearing shoes with holes.

Rules of use of the WASEDA Monodukuri Koubou

【 Eligibility 】

- Only Waseda University students and faculty members have eligibility to use WASEDA Monodukuri Workshop.
- Registration is required before use.
- However, even if you meet these conditions above, the staffs might refuse to use if it's considered to be appropriate.

【 Use of the Workshop 】

- When using the workshop, please follow the entering/leaving process.
- In principle, the workshop is the place of making for hobby or club activities.
- Regarding the production of research or assignments, please ask the staff of workshop since you might be able to work depending on the contents.
- Look after your personal belongings on your own. Keep your valuables when you are not seated.
- Temporary storage of your work is possible only if it's too large to be taken home on the day. Since we have the limited space for it, please be sure to consult us with before you start making.
- Please wear safe clothes as working at the workshop.
- No eating inside the workshop. Only hydration is allowed.
- 15 minutes before the workshop closes is time for clearing up. Please proceed your work in good time.
- After your work is done, clean the place you used and leave promptly.

【 Regarding Research Use 】

- For research purposes, please consult with the Manufacturing Laboratory. However, research use of the Workshop may be permitted only if the Manufacturing Laboratory is unavailable due to training or other activities.

【 Rules of Production 】

- Working at outside of designated is prohibited in principle.
- Tool rental is also available. Ask us at the reception if necessary. Return the tools you borrowed to the "Used Tool Area" at the reception.
- In case you bring your own equipment to the workshop and work with it, ask us first.
- Bring necessary materials on your own.
- Please Keep in mind that workshop consumables are shared with other users and use them responsively.
- When making, pay attention not only to yourself but also to those around you, and work safely.
- As you stop your work temporarily or leave the place, do not leave the work in progress clean up and tell a staff.
- Please work by yourself. You can ask the staff for some advice, but not the request of production.
- Be sure to report in case you break the tools or equipment of the workshop, instead of not leaving them without telling us.
- Throw away the garbage from your work separately. For large scraps, dispose them after cutting to the

appropriate size. Also, if you throw away a large amount of garbage at once, please ask us beforehand.

【 Use of equipment 】

- Please ask a staff for permission to use the equipment in the workshop in advance. If you have any concerns to work, be sure to consult with a staff before starting it.
- For some equipment, you must take the training session. Though you have already taken the session before in case you forget the contains or a staff considered it to be dangerous stop working and retake the training session in the other day.
- Please refrain from using the same device exclusively for a long time.
- Do not leave the device while operating. Check constantly that equipment is working properly.
- Please consult with us about wood working using electric planes and electric saws.

【 Reservation of Training Session and Equipment Use 】

- Please book the training sessions and equipment use from our website or reception.
- Reservations for training session and equipment use are limited to 1 slot per person (a slot is same as class schedule). You can't reserve multiple machines at the same time.
- Some equipment requires a reservation to use the equipment after taking a training session.

【 Machine Tools Area 】

- Wearing work clothes is mandatory in machine tools area.
- Opening hours is 9:00-12:00/13:00-16:30(17:30). Keep usage time to use.
- To use machines in machine tools area, you must take training session before.

【 Prohibited 】

- Using sprays, firearms, dangerous chemicals, working machines with dust, causing trouble to others are or any actions determined to be dangerous are prohibited.
- Actions that are judged to be dangerous are prohibited.
- Follow the instruction by staffs of workshop and keep in mind to work safely.

【 Minor Incidents 】

- Minor incidents mean incidents that didn't lead to serious accidents and disasters but could be them any time. Literally, it is something that makes you startled by sudden near-miss and incidents.
- If you have any these cases, be sure to report them to staff, not leave them. Damage of equipment and scratches are subject to report. You might be asked to fill in a form to report and submit if asked.

It's important to record example although they are small ones, since sharing minor incidents lead to reduce the risks of disaster including similar disasters. Please report them voluntary.

【 Emergency 】

- In case you feel any unusual such as strange noises or odors, please report them to the studio staff immediately.
- In the event of an earthquake, blackout, and fire, etc., stop working immediately, move away from the equipment, and follow the instructions of staff at the workshop.
- If anyone is injured, report it to us as soon as possible. In case of serious injury or illness, report it to us and act according to "Faculty Outline - IV Student Life - Safety Management"