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Cricut Maker 3 and Design Space Badging Guide

The Beginners Guide to Cricut and Design Space

As a patron of the Ascension Parish Library (APL) system, you have access to a variety of equipment and software! Cricut machines are professional-level, smart, precision machines capable of cutting, scoring, and drawing or writing on a variety of materials. Using the associated design software, Cricut Design Space, makers can create custom cards, stickers, heat transfer vinyl graphics and more! To have the option to reserve Makerspace equipment patrons must take a badging class and pass the practical exam to earn a badge for each equipment or software.

This guide will teach you how to:

- Operate the Cricut Machine
- Create projects in Cricut Design Space to cut, write, or print.

Need to Know

Before you begin, let's review the badging "need-to-knows" so you can add that Cricut Maker Badge to your Makerspace repertoire. Materials you will want to review for the badging practical exam are available on the APL Makerspace webpage in detail and include:

- This badging manual's equipment and station specific content
- Makerspace equipment and station reservation, check-in, clean-up, close-down, and check-out procedures
- Materials Consumables Fees documents; procedures for acquiring and purchasing materials (not scrap)
- Location of branch-specific clean-up and safety equipment (e.g. broom, fire extinguisher, eye and hearing protection, first-aid kits).
- Makerspace User Agreement and Release of Liability
- APL & Makerspace Policies, Procedures and Safety Rules

Begin by reading through this badging manual, the library and Makerspace policies and procedures, and review the pathways to Badging. Next, sign up for a badging class with the equipment you are interested in. Search and register for classes on the [Library Events Calendar](#).

Please note, completing the quiz or a class DOES NOT result in a badge. To complete the badging process, patrons must pass an in-person lab practical in the Makerspace. It is recommended that

patrons review the relevant online material in addition to attending a badging class prior to reserving a date and time to complete their lab practical to receive their badge. Reservations must be made 48 hours (about 2 days) in advance of the date and time being requested, whether patrons are reserving time to take their badging practical or reserve time on equipment or software after becoming badged. This ensures library staff have time to reference and approve requests.

Safety

Cricut Maker Safety

To begin using the Cricut Maker, be sure the machine is on a dry, flat, stable surface. Liquid near the machine can create a shock hazard and may result in serious injury. The Makerspace policies also indicate there is no food or drink allowed inside the Makerspace. To further avoid shock hazards, only Cricut approved power adapters should be used with the machine. Next, clear a space in the front and back of the machine. Though it may be tempting to push the machine back to increase the workspace in front of the machine, due to the operating space required, it is important you **DO NOT** push the Cricut Maker up against any walls. There should be sufficient space for the cutting mat to move, at least 12 inches in the front and 12 inches in the back, or the machine could be damaged during operation. The cutting mat, which serves as an adhesive load tray for project materials, operates on a 2D plane, moving left to right along the x-axis, and forwards and backwards along the y-axis. **DO NOT** place fingers or other objects in the machine while it is connected to electrical power, powered on, or during cutting operations. The Cricut blades, cutting, and weeding tools are sharp. As noted by the manufacturer in the Cricut Maker Safety Instructions and Regulatory Compliance document, “rapid movements of the cutting carriage, or housing, during operation may cause bodily injury and/or damage the machine.” Please get a library Makerspace staff member to change out Cricut blades if they are dull, or a different blade type requires loading for your project.

Cricut Machine

Equipment

The APL Makerspace provides patrons with the opportunity to work with the Cricut Maker 3, the flagship Cricut Maker machine which uses the Cricut Design Space software for project design.



Figure 1: The Cricut Maker and Design Space dashboard (Source: Cricut)

As noted in Table 1, below the Cricut Maker machine has a wider range of compatible tools (12+) and materials (300+) and therefore offers more options for commercial-grade performance on projects. The additional tools available with the Cricut Maker machine allow for additional functionality, like debossing and engraving.

Despite the machine's capabilities (Table 1), patrons' projects will be limited by available branch tools and materials (e.g. tools, pens, print then cut paper; deboss, write, and print-to-cut functions or performance capabilities). These tools and materials are described in the following sections.

Patrons with questions about available equipment can check the APL Makerspace page for available branch-specific tools and accessories and/or check with the library branch and Makerspace staff regarding any new equipment at their location. Patrons can also suggest additional tools, accessories, and materials be purchased to enhance the Cricut station offerings.

Patrons seeking to bring their own materials or tools to use with the Cricut machines should refer to the machine specifications, compatibility, and contact the library branch manager and library Makerspace staff to inquire and get the go ahead or not. Makerspace procedures may differ so it's good practice to contact the branch Makerspace directly.

Cricut Maker	
Material compatibility	300+
Insertable tools	12+
Cuts	Yes
Writes	Yes
Scores	Yes
Debosses	Yes
Engraves	Yes
Commercial-grade performance	Yes
Print-then-cut	Yes
Works with Design Space app	Yes
Bluetooth connectivity	Yes
USB connectivity	Yes
Maximum material width	12 inches
Maximum material length	24 inches

Table 1 (Source: Cricut)

Machine Components

The Cricut Maker 3 comes with an Adaptive Tool System™ with two Clamps (Figure 2), called the Cut Smart Carriage. It is designed to hold one blade and one accessory at the same time. The left side of the Cut Smart Carriage is labeled Clamp A, for accessories, while the right of the Cut Smart Carriage is labeled Clamp B, for blade. Clamp A has a pre-installed adapter to hold a pen or scoring stylus to perform write, draw, and score functions. Clamp B has a pre-installed blade housing to perform cutting functions. It is common to have to change out accessories or blades when using a variety of materials for projects. If another cutting blade, pen, or scoring stylus is required, patrons should ask library Makerspace staff to assist. Patrons should not change out Cut Smart Carriage tools without expressed permission and supervision by Makerspace library staff Figure 3: Cut Smart Carriage Clamp (e.g. badged patrons).

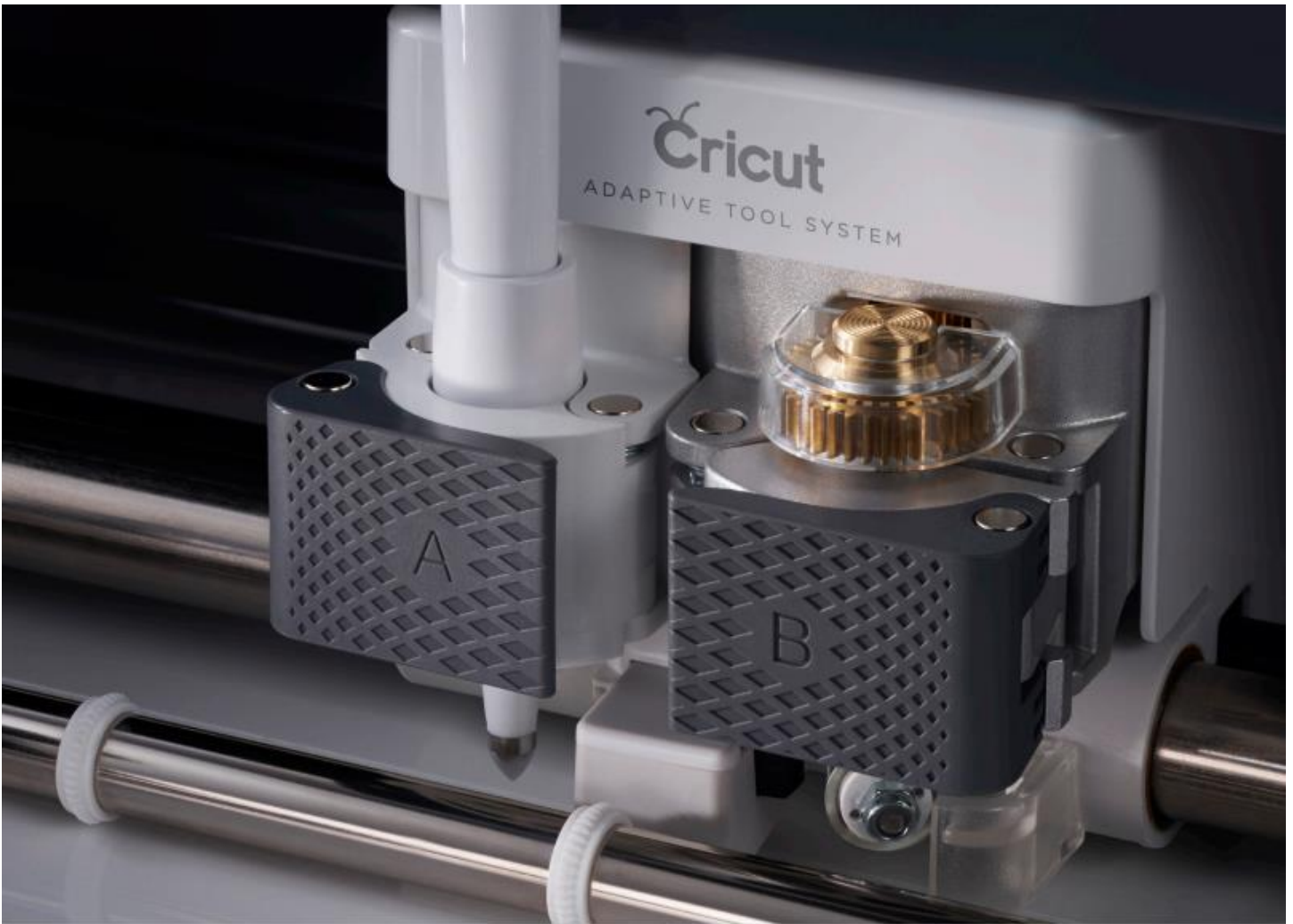


Figure 2 (Source: Cricut)

The Cricut Maker 3 has a built-in, protective, rubber-lined storage cups located on the left, top-side of the machine. Securely place Cricut blade tools and accessories inside between operations. The rubber-lined bottom surface of the cups protects tools from becoming dull, bending, or breaking. The deeper cup (back) is intended for longer tools (e.g. pens, scoring tools); the shallow cup is intended for shorter blade tools (Figure 3).



Figure 3 (Source: Cricut)



Figure 4 (Source: Cricut)

Each machine also has a permanent storage drawer at the base, which houses additional blades and weeding tools. To access these tools, open the Cricut machine. Next, lift the lid of the storage drawer up from the center. The storage drawer is separated into three compartments of varying sizes to hold blades, scrapers, spatulas, tweezers, weeders, scissors, scoring tools, pens, and other Cricut tools. When the storage drawer lid is closed, together with the Star Wheels and Mat Guides, it also works as the grip mat placement area during operation (Figure 5).

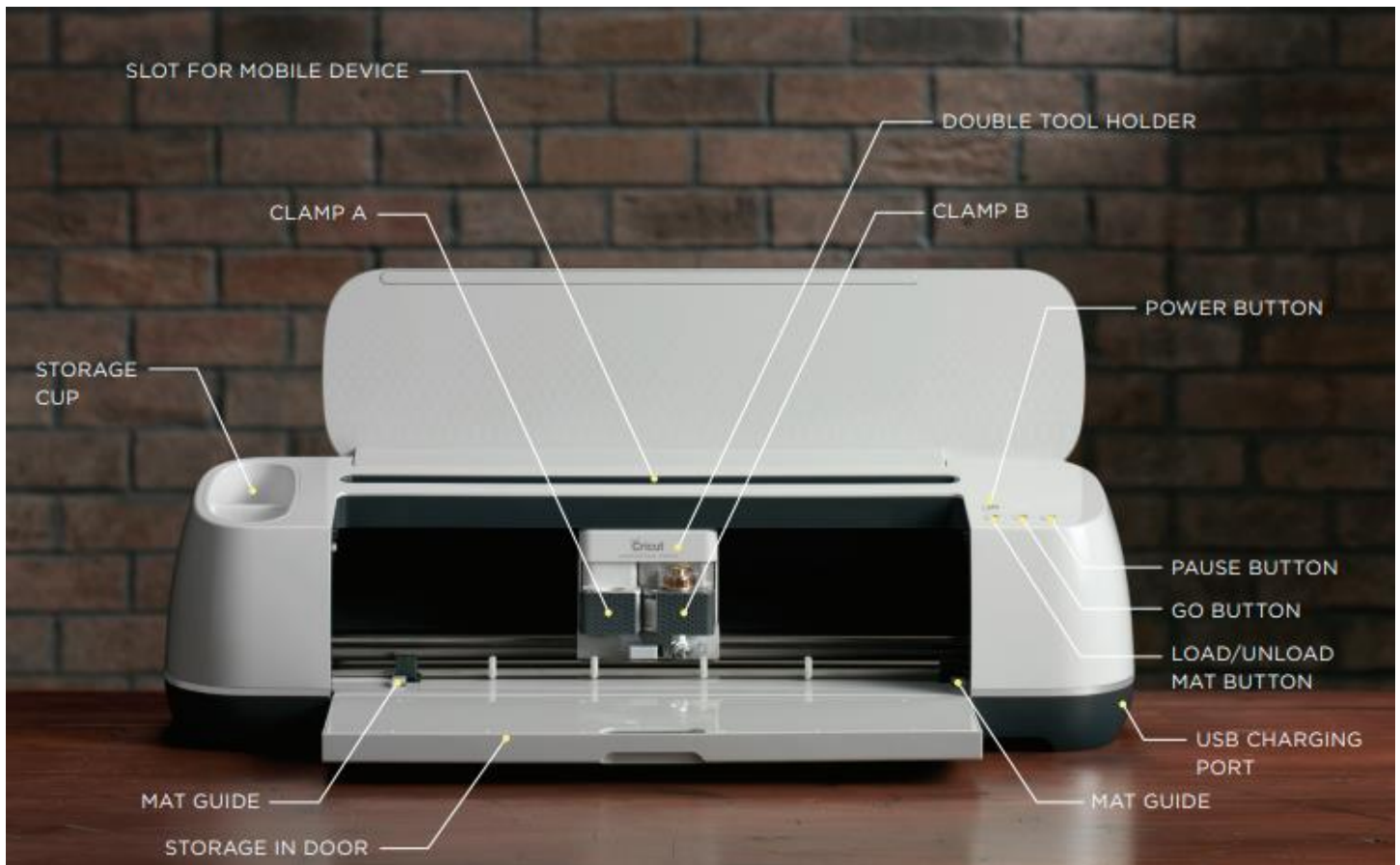
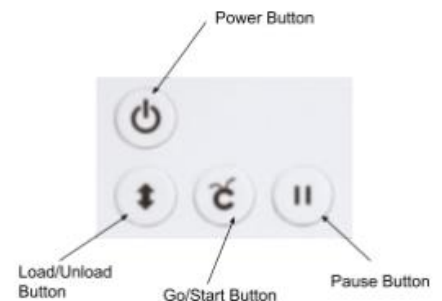


Figure 5 (Source: Cricut)

As shown in Figure 5, the Cricut Maker 3 has a helpful docking slot to hold electronic devices, such as tablets or smartphones, that connect the Cricut Design Space to the Cricut machine. The Cricut Maker 3 is able to connect to the Cricut Design Space software on electronic devices using either the provided USB cable or wirelessly via Bluetooth. The USB port is located on the outer casing of the machine. To pair a device to the Cricut machine using Bluetooth, the devices should be between 10 to 15 feet of each other. Once paired, the software and machine will provide prompts for completing the next steps. On the top right side of the Cricut machine is the Operating Button Display which includes the power button, the pause button, the go/start button, and the load/unload mat button. The load/unload mat button is used in conjunction with the mat guide rollers to load and unload the grip mats from the Cricut machines.



Tools

The Cricut machines tools are loaded into the double tool holder, Cut Smart carriage. Cutting blades are loaded in B clamp and accessories into A clamp. The basic tool kit provided with Cricut machines are expandable. Patrons may also bring in tools (and materials) for use with the Makerspace equipment.

Blades

Cricut blades and machine tools are loaded into Clamp B of the Cut Smart carriage. Blades typically available at the APL Makerspace include the premium fine-point and deep point blades, knife blade, rotary blade, scoring pen, and interchangeable QuickSwap Housing tool heads: Engraving Tip, Perforation Blade, Debossing Tip, Wavy Blade Figure 7 and Table 2).



Figure 7 (Source: Cricut)



Figure 8 (Source: Cricut)

Blade/Machine Tool	Function / Capability
Premium Fine-Point Blade	<p>Fine-Point Blade housings are color-coded for easier use with materials.</p> <ul style="list-style-type: none"> • Premium Fine-Point: Gold • Makes intricate cuts in a variety of thin to medium-weight materials using a blade angled at 45-degrees. • Recommended for use with paper, cardstock, poster board, vinyl, iron-on, and other thin to medium weight materials.
Deep-Point Blade	<p>Fine-Point Blade housings are color-coded for easier use with materials.</p> <ul style="list-style-type: none"> • Deep Point: Black • Makes intricate cuts on a wider variety of materials using a harder, more durable steel blade angled at 60-degrees. • Recommended for intricate cuts on thicker materials, such as magnet, chipboard, stamp material, thick cardstock, stiffened felt, foam sheets, cardboard, and some fabrics.
Bonded-Fabric Blade	<p>Fine-Point Blade housings are color-coded for easier use with materials.</p> <ul style="list-style-type: none"> • Bonded-Fabric: Pink • Makes intricate cuts on bonded fabrics or fabrics with an iron-on backer.
Rotary Blade	<p>Used to cut fabrics without backers, and delicate or less-dense materials (e.g. tissue paper) easily and precisely.</p> <ul style="list-style-type: none"> • Recommended image size of 3/4 in. (1.9 cm) or larger when using Rotary Blade. Smaller images than this may cause the blade to scrape as it tries to make a small turn. • It should be used with the FabricGrip mat, which is made of a stronger, more dense material that will withstand the intense pressures of the rotary cutting process.
Knife Blade	<ul style="list-style-type: none"> • Cuts/slices through dense/thick materials up to 3/32 in. (2.4mm) thick.

	<ul style="list-style-type: none"> Recommended for use with thicker materials such as balsa wood, mat board, and chipboard.
Perforation Blade	Creates evenly spaced perforation lines that allow for easy, clean, even tearing on cardstock, paper, and acetate. The cutting teeth are 2.5 mm deep and spaced 0.5 mm apart.
Wavy Blade	Creates decorative using with a wavy edge blade
Debossing Tip	Creates detailed depressions in several materials
Engraving Tip	Inscribes decorative flourishes and embellishments, monograms, personalized text on a variety of materials

Table 2 (Source: Cricut)

Accessories

Cricut accessories are loaded into Clamp A of the Cut Smart carriage. Accessories typically available at APL Makerspaces include a variety of pens and scoring stylus. Cricut pens are water-based, non-toxic and come in a variety of colors, types of ink (e.g. metallic or glitter), and thicknesses (Figure 9).

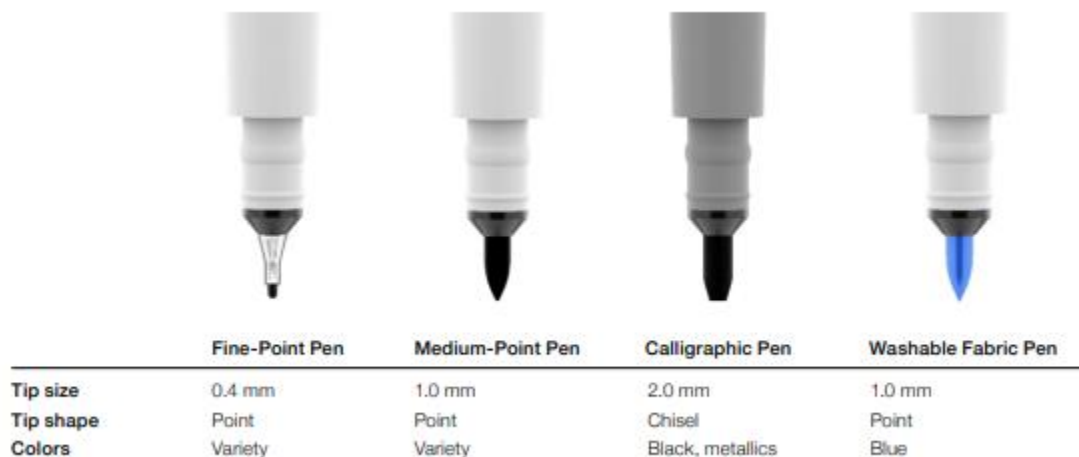


Figure 9 (Source: Cricut)

The Cricut Scoring Stylus (Figure 10) is included with the Basic Tool Kit for both the Cricut Maker and Cricut Explore 2. The Scoring Stylus is used to create score fold lines for cards, envelopes, Figure 13: Cricut Scoring Stylus boxes, and other 3D projects.

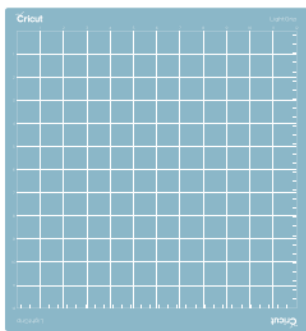


The Grip Mats

Cricut has several grip mats of varying grip strengths (Figure 11). Grip mats are used to load and hold the material firmly in place during machine operation. Mats are color coded and labeled based on their purpose. Their specific uses are outlined in Table 3 on the following page.

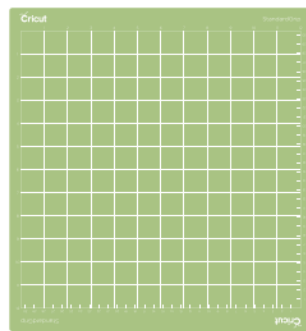
The grip mats have an adhesive (sticky) surface which is protected by a clear, plastic sheet when the mats are not being used. When placing and removing the material from the mat, avoid touching the adhesive. Oils and lotions that may be on your hands can compromise the adhesive and make it less sticky. To remove materials from the mat without directly touching it, utilize the Cricut tools described in the section Basic Tool Kit.

*NOTE: If the grip mat(s) appear to have lost sufficient adhesion (stickiness), please alert staff. Some Makerspaces may have basting adhesive spray that will help to “restick” the grip mat.



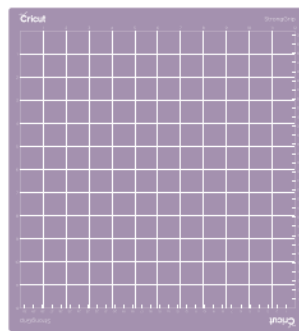
LightGrip™ Mat

Great for lighter-weight materials with soft-release adhesive for easier cut removal.



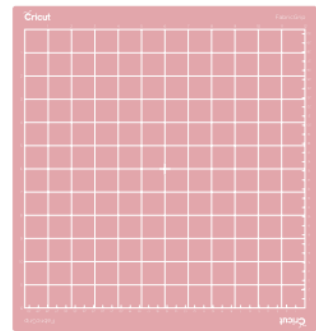
StandardGrip™ Mat

This versatile mat works with a wide range of light- to medium-weight materials.



StrongGrip™ Mat

Ideal for thick, stiff materials requiring high cut pressure, like chipboard, balsa, and matboard.



FabricGrip™ Mat

Use with most fabrics including cotton, polyester, denim, felt, and canvas.

Figure 11 (Source: Cricut)

Each grip mat has a scaled grid pattern printed on it with units of measurement represented in inches (in.) (at “top” and “left” side) and centimeters (cm) (at “bottom” and “right” side) (Cricut also makes a 12 in x 24 in (30.4 cm x 60.9 cm) grip mat, which appears as an option when selecting the mat size in Cricut Design Space. APL Makerspaces have both the 12” x 12” and 12” x 24” grip mats.

It is important to note that the inches dimensions of the grip mat align with the grid dimensions of the Canvas (the software design area) in Cricut Design Space. Though the dimensioned mat area is size 12 in. x 12 in., the maximum usable print/cut area is 11.5 in x 11.5 in (29.2 cm x 29.2 cm). It is important to check a final project’s dimensions in the Cricut Canvas to ensure it fits within the cut area of the Grip Mat. The Canvas dimensions extend well beyond the maximum cut area of either grip mat size described

above, so be careful. Any part of the project design that is outside of the maximum design area will not be cut.

Basic Tool Kit

The tools available inside the Cricut machine storage drawer will help you adhere material to, and remove material from, the grip mats. They are also used when removing vinyl from areas considered negative space in your design. The tools described below are found in the storage drawer of the Cricut machine.



The Weeding Tool is a metal tool with a sharp, curved or angled tip that can be used to help remove vinyl from negative pieces - pieces you don't want - (like weeding a garden). The sharp, curved tip can get under the vinyl and pick or cut the material in areas where it did not cut all the way through, making it especially useful for avoiding frustration.



Figure 14 & 15 (Source: Cricut)

The scraper can also be helpful when removing material (like felt pieces of string from fabric) from the grip mat that remains behind. Be careful not to scrap too aggressively or you could damage the grip mats. The Cricut Scissors are made of stainless steel with a very sharp, micro-tip blade that ensures precision cutting on all materials. The Cricut Scissors are extremely sharp and should be used with extreme caution. The protective cap should be placed over the blades when not in use.

The Cricut Spatula is used to lift and remove cut materials from the grip mats. The angled head allows users to slide it under the material to lift it without damaging edges.

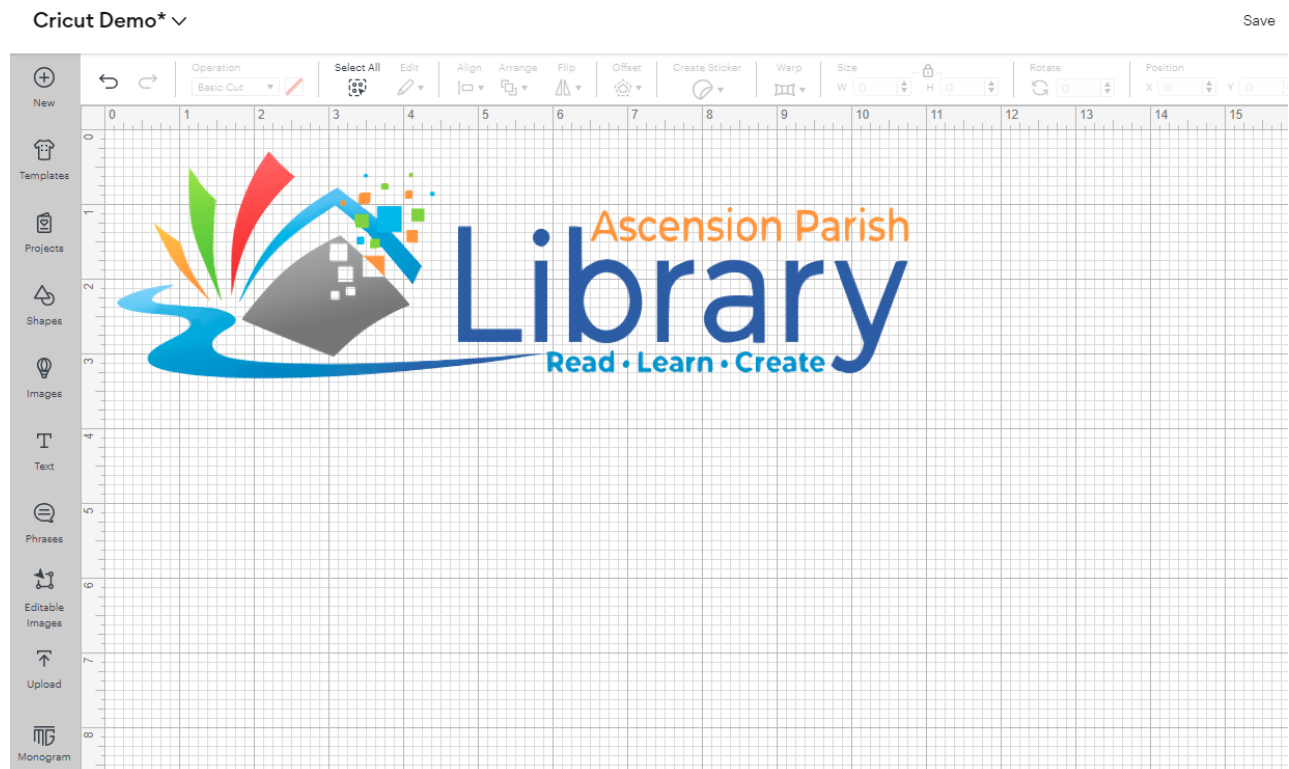


Figure 16 & 17 (Source: Cricut)

The Basic Tool Kit also comes with a pair of Cricut Reverse Tweezers which can be used to pick up and move pieces of material around without touching the adhesive sides. They are called reverse tweezers because to use them, you squeeze the body of the tweezers, which causes the jaws to open. Releasing the pressure causes the jaws to shut and hold the material until pressure is applied again.

Materials

The APL Makerspaces carry a variety of materials for patrons to use, however, supply types and quantities may vary and change. Patrons can use scrap materials left by other patrons, purchase materials from the library Makerspace or bring their own. Material consumables costs are posted inside the Makerspaces and online for reference. As with tools, patrons can bring in machine compatible materials they have purchased for use with their projects. Patrons should contact the Makerspace staff to verify compatibility if they have any questions. Additionally, materials should be unopened or remain with the labeled packaging to assist staff with determining compatibility with equipment.



Cricut Design Space

Cricut Design Space software is free design software used with Cricut smart cutting machines, like the Cricut Maker and Cricut Explore series. It allows users to create or upload images to be precisely cut from or drawn onto hundreds of compatible materials. The software is available for Desktop, as an iOS or Android App, and includes offline capabilities for Desktop and iOS devices. While the Design Space software is free, not all of the design features or projects options are free. When using Design Space at the APL Library, we have access to the premium subscription. If you are using the software from home or on a mobile device, additional Cricut Access requires a paid subscription. Therefore, if you are not working in our makerspace, it is important to be aware of and know how to recognize the symbol for the paid Cricut Access subscription. Unfortunately for the unaware, the software will allow users to add these design items to their Canvas, whether they have a Cricut Access subscription or not. Users will be prompted at the end of their design, when they go to “Make” their project, to pay for the items or purchase a Cricut Access subscription. So, before adding a design feature or project to your Canvas, to avoid wasting time always check for the Cricut Access symbol.

Once a design is started in the Design Space Canvas, it is stored in the user’s online account library, My Projects. This allows users to log in and access, modify, or make their projects from any device where Cricut Design Space software is installed.

The Canvas

This section of the manual introduces patrons to the basics of the Design Space interface and several features that will help ensure designs print and cut the way the designer(s) intended without wasting materials and minimizing beginner woes. Additionally, the Cricut website has several video tutorials to help familiarize users with the Design Space. [Cricut Learn](#) also has several beginner courses to Level Up skills, including the short course. Cricut Design Space can be used to create content by:

- Making designs from scratch
- Uploading files created in other design programs, such as Adobe Photoshop and Illustrator (programs available for free use on Makerspace computers)
- Uploading or accessing existing image files created by others online or by Cricut designers

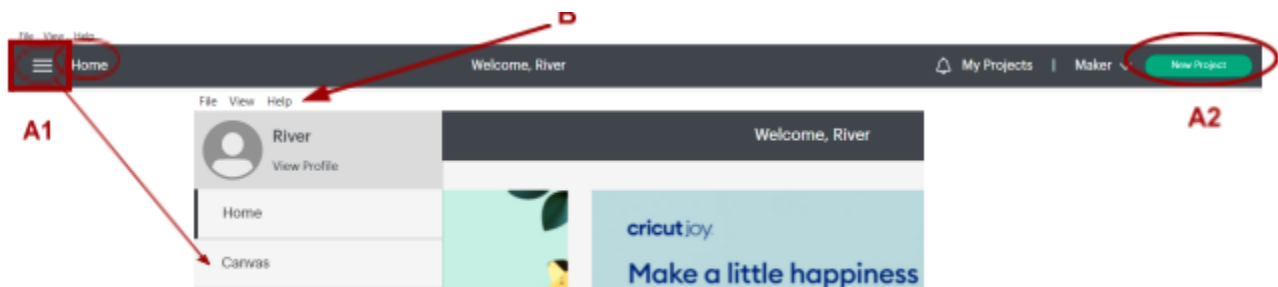


Figure 18

To begin a new project, log into Design Space:

- Open the dropdown menu located in the top, left corner of the Home screen and select Canvas and start a new design project (Figure 18 A1)
- Click the New Project button in the top, right corner of the Home screen to open a new Canvas (Figure 18, A2)
- Or click Customize to open modify an existing project.

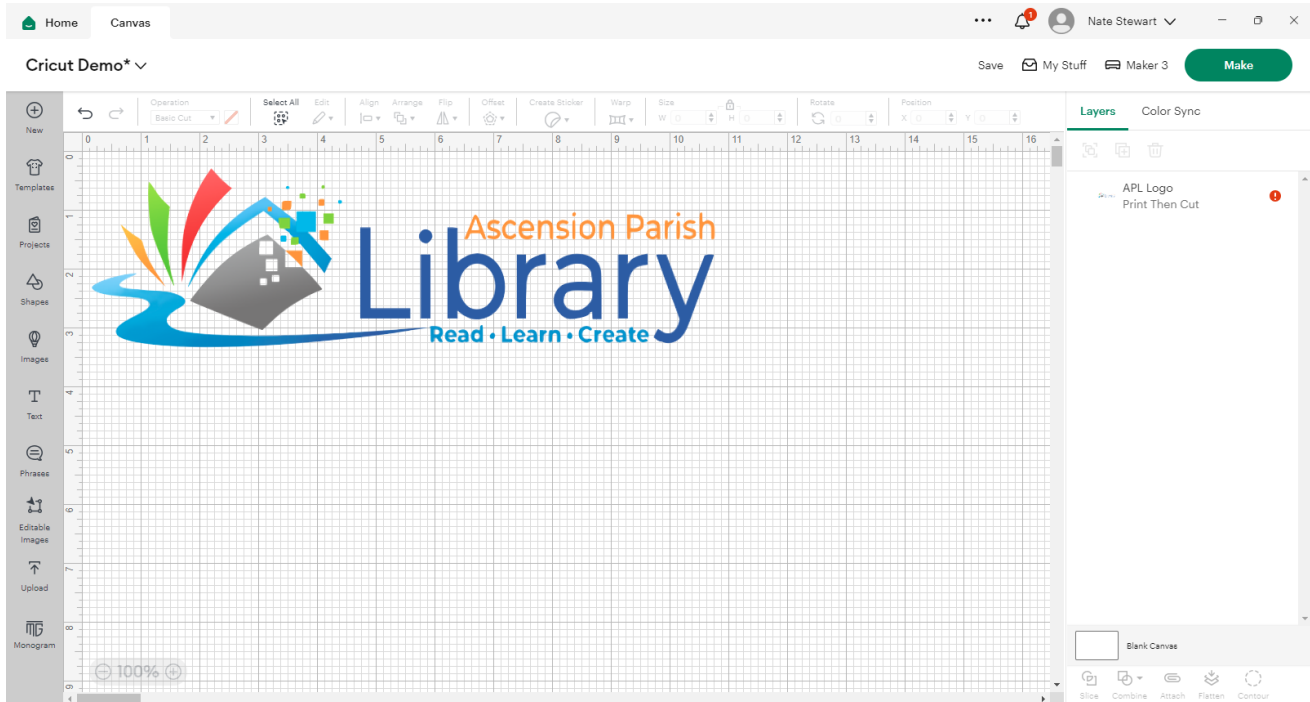


Figure 19

The Cricut Design Space Canvas is the design area where projects can be created, modified, and customized. Cricut Design Space has many features and tools that are similar to other design software, including shortcut functions (e.g. Ctrl+C for “Copy”, Ctrl+Z for “Undo”). This makes it easy to learn to use the Design Space Canvas.

Above the Canvas is the Header with the Main Menu, Project Name (e.g. Cricut Demo), the Save button, and Make button. The Canvas includes the Design Panel (left side); the Edit Toolbar (at top); and the Layers Panel (right side) (Figure 19).

The following sections briefly detail the tools and features available in the Design Panel, Edit Toolbar, and Layers Panel.

The Design Panel

The features available on the Design Panel allow users to apply shapes, text, and images to the Canvas. Once a design element has been added to the Canvas, users can access the previously grayed-out Edit Toolbar.

The Design Panel includes options for:

- **Templates:** Insert prepared guides onto the Canvas to help size designs. Templates are not included as part of your final design; they are only for sizing designs (t-shirts, aprons, totes, cups).
- **Projects:** Ready-to-make projects, created by the Cricut design team and community members.
- **Shapes:** Select and insert basic, single-layer shapes (e.g. circles, squares, stars, score lines). Users can also search for shapes in the Images panel.
- **Images:** Select and insert images from the Cricut® Image Library or from images uploaded to the user's personal library.
- **Text:** Add letters, words, and phrases to a design.
- **Phrases:** Search Cricut's library of pre-designed Phrases, designed with specialized fonts and outlines.
- **Editable Images:** Search Cricut's library of pre-designed, editable images, which allow users to change and update components of an image, such as a name, date, or sentiment change.
- **Upload (Images):** Find images online and upload them to use in a design. Compatible file formats include: .jpg, .gif, .png, .bmp, .svg, or .dxf image files.
- **Monogram:** Personalize any item with pre-designed, thematic monograms. Available for Cricut Access subscribers only.
- **The Edit Toolbar** populates different tool options when different design elements have been selected to work with (e.g. shapes, Figure 26a vs. text, Figure 26b). The selected object will also appear shaded in the Layers Panel.

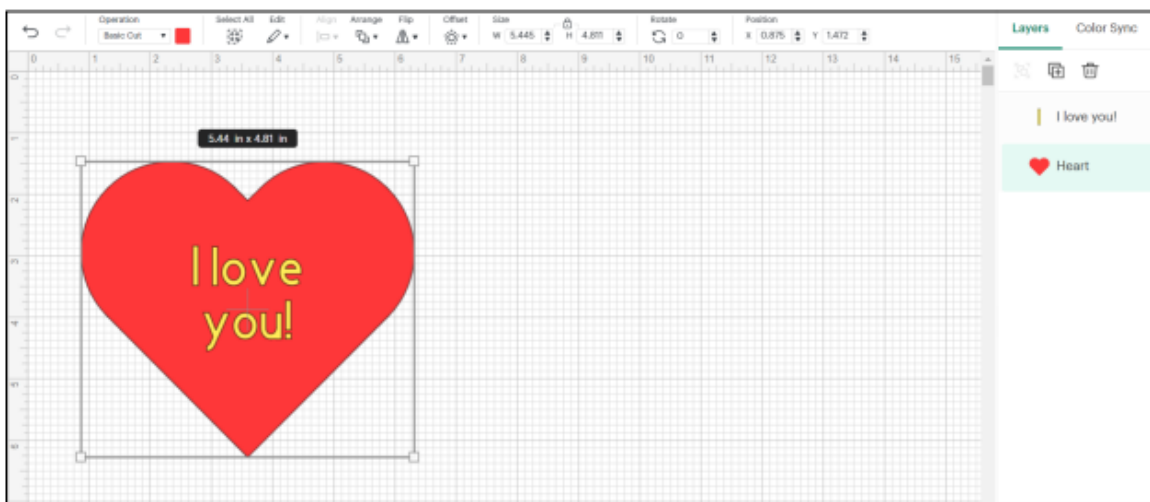


Figure 20

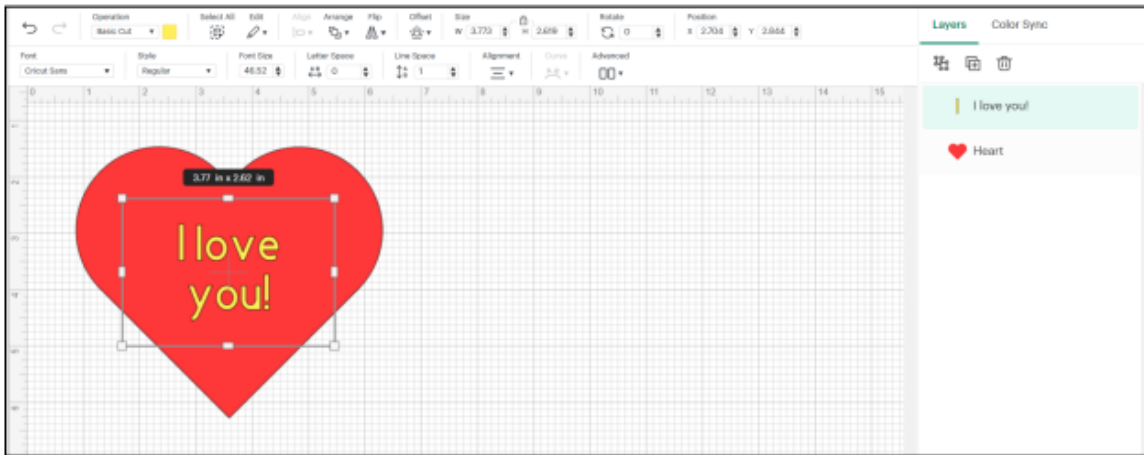





Figure 21

The Layers Panel

Each design element is showcased as a unique layer. Therefore, some features are only available when more than one design element layer is selected. The Layers Panel can be used to:

- Group/Ungroup objects 
- Duplicate object(s) 
- Delete object(s) 

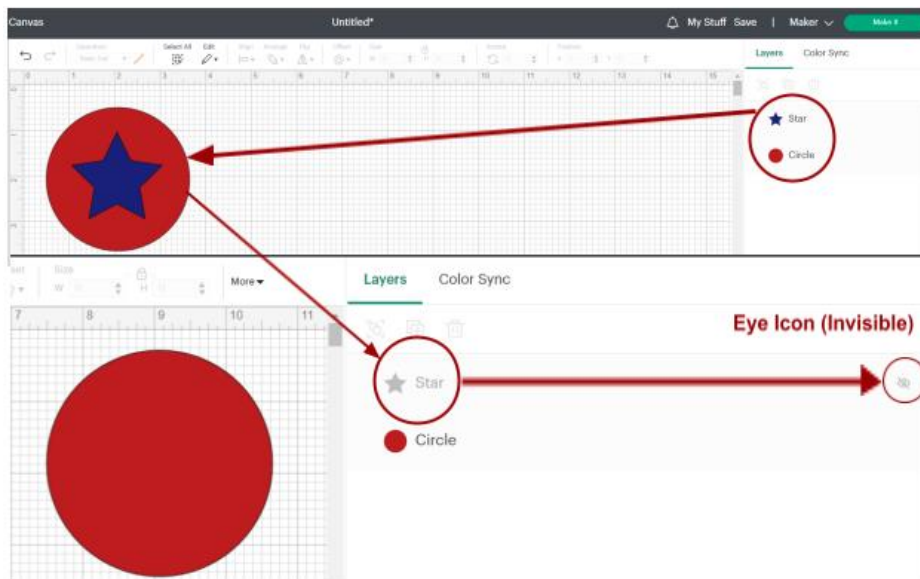


Figure 21

- Hide design elements (e.g. make Visible/Invisible using the Eye Icon located to the right of each design element layer) (Figure 21)
- Change the position of element layers (e.g. Bring to Front, Send to Back). Drag design elements above or below one another to change their position relative to each other.

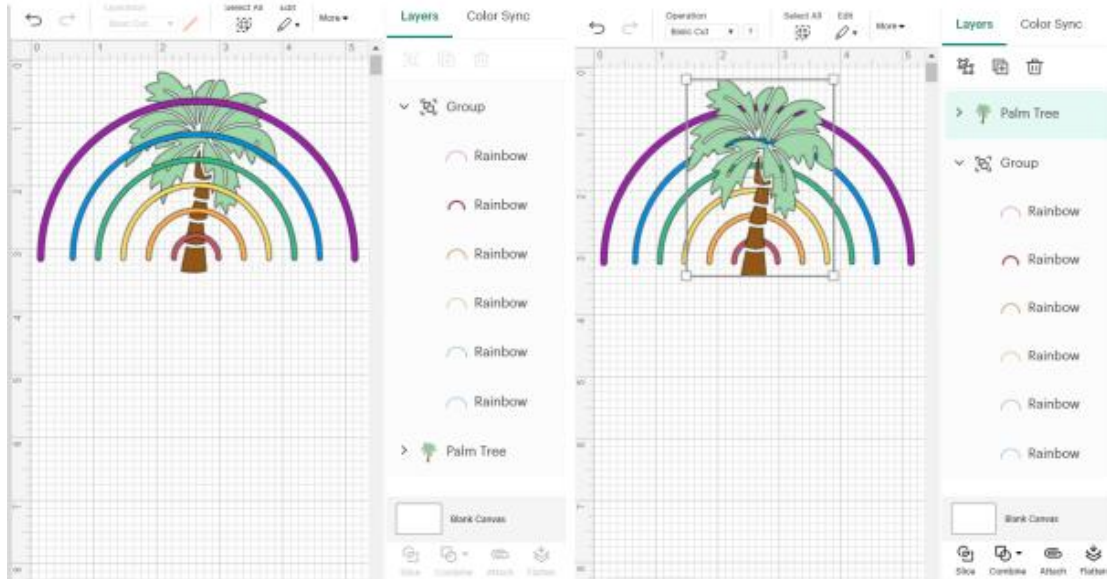


Figure 22

The following tools are available at the bottom right corner of the Layer Panel.

- Slice: This tool slices two overlapping design elements to create a new cut path from the two elements, as well as a third image/shape. Each of the three layers are shown individually in the Layers Panel.
- Combine: This menu option contains several features that allow users to create new shapes from two or more combined design elements. The design icons provide previews of the effects of applying each tool.

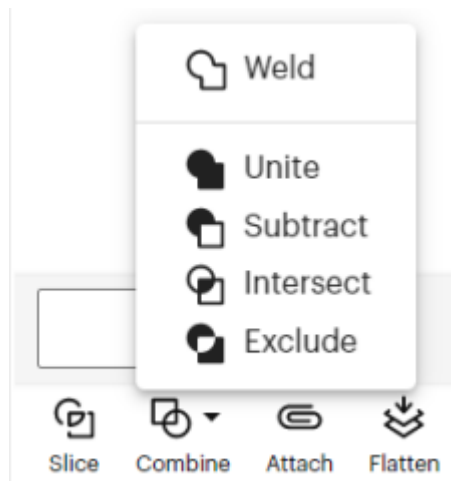


Figure 23

- **Weld:** Combine, or Weld, two or more elements to make a new shape, with all the overlapping cut lines removed. The Weld tool combines the design elements permanently. Edits made after the Weld tool is applied will result in edits applied to the new shape. Individual design element layers will no longer be editable.

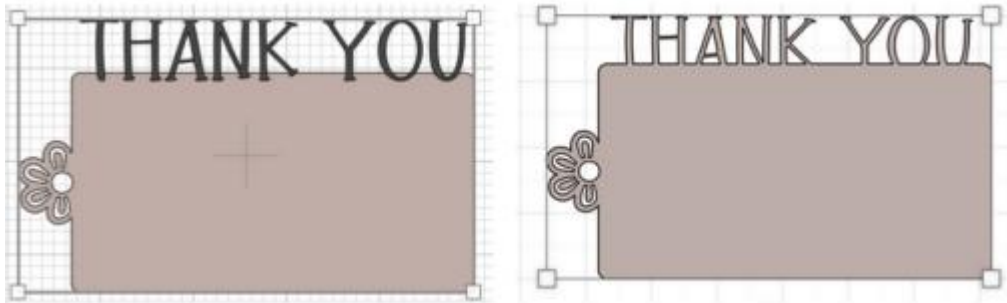


Figure 24

- **Unite:** Combine, or Unite, two or more elements to make a new shape. When using the Unite tool, each design element layer remains editable after the elements have been combined (e.g. change color of object).

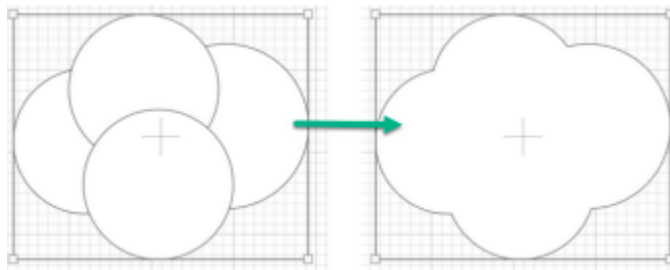


Figure 25

- **Subtract:** Remove, or subtract, multiple, overlapping shapes from the bottom layer of a selected group of objects.

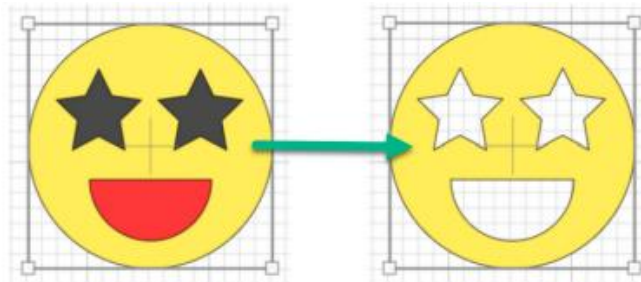


Figure 26

- Intersect: Combines and isolates the overlapping parts of two or more shapes to make a new shape design.

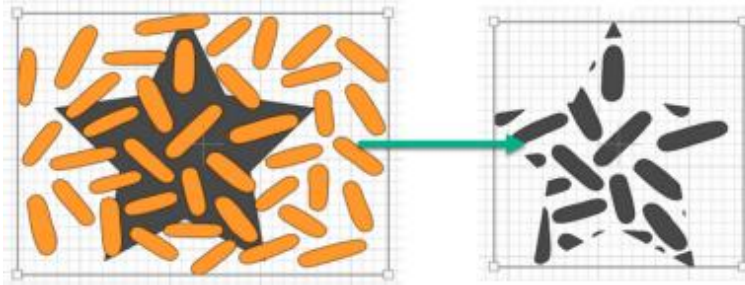


Figure 27

- Exclude: Combines the non-overlapping parts of two or more shapes, and excludes, or removes, overlapping sections, to make a new shape design.

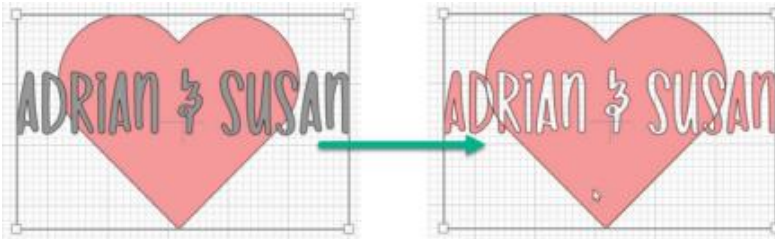


Figure 28

Uploading

When uploading content, imported content files can include solid colors or solid color fills (such as a silhouette), outlined text, or ungrouped layers. Design Space will convert image files to shapes that can be “Cut” or “Print Then Cut.” The “Print Then Cut” option allows users to print designs on special sticker paper using an inkjet printer, then use the precision cut of the Cricut Maker 3 to create custom stickers. The Flatten tool in the Layers Panel will convert designs to Print Then Cut in one step.

Users can upload two types of images: Basic and Vector. Users can also upload images of patterns to include in their Design Space library for use with future projects.

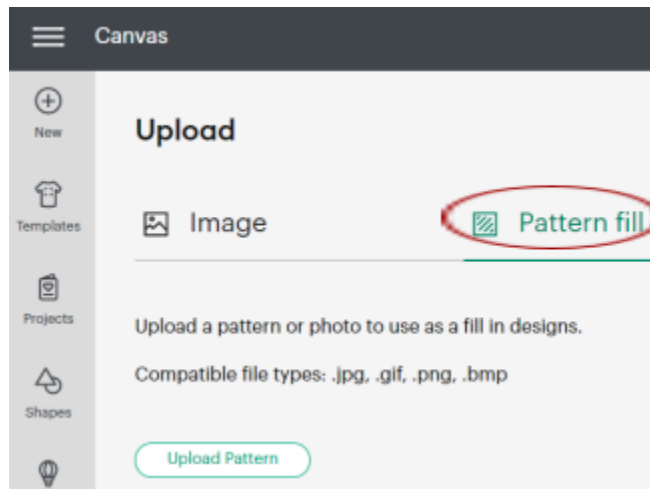


Figure 29

- Basic images – include .jpg, .gif, .png, and .bmp file types, uploaded as a single layer; ability to edit the image during the upload process. These file types are also compatible with the Upload Pattern Fill feature.
- Vector images – include .svg and .dxf file types. They are uploaded as original files and will automatically be separated into layers after uploading and saving.

When searching online for images to “cut” only, it is important to remember the Cricut machines will cut the outline of images and/or text. To reduce editing and ensure cut quality, search for images that are shapes, outlines, and/or silhouettes. Figure 30 provides examples of a good and bad image to “cut” resulting from a simple online image search for “cat.”



Figure 30

The top image contains simple shapes, contrasting colors, and editable/removable background, resulting in a quality (“good”) image to cut. The bottom image contains several colors and textures, as well as a complex background (“bad”), resulting in an image better suited for the Print Then Cut feature instead of Cut.

Next, the user is prompted to remove unwanted background from the image using one of the two free Background Remover editing tools (Figure 31). This includes solid, white backgrounds, like the one in our cat example. Users can also crop unwanted areas of the image away to remove them.

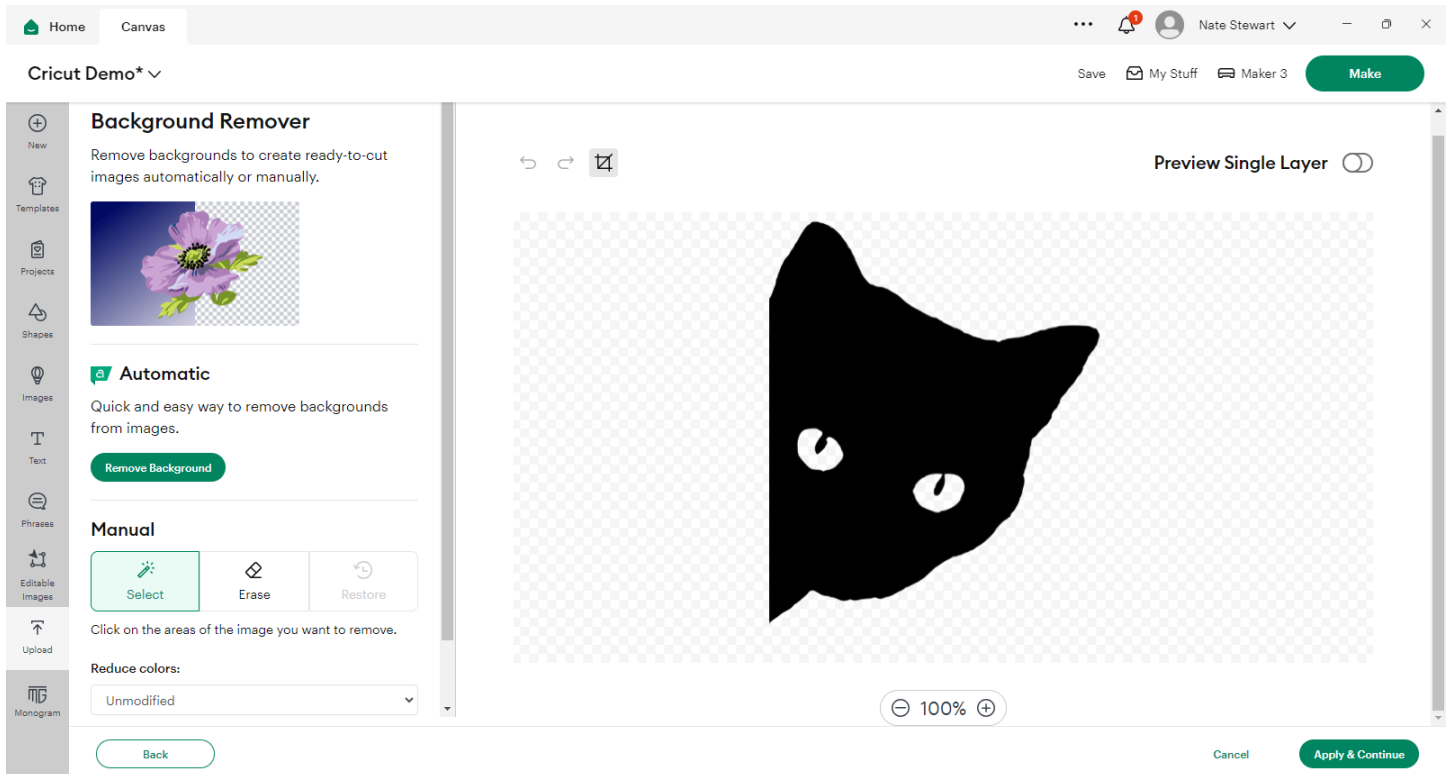


Figure 31

Three options are available to assist with background removal:

- Automatic tool
- Manual wand select tool
- The adjustable “Eraser” tool

Remove any negative space - space surrounding the desired image (e.g. background colors or shapes) not wanted in the final project cut.

Once the file has been loaded, users are prompted to select from the image type options: Multiple Layers, Single Layer and Flat graphic (Figure 32). This refers to the complexity of the image file (multiple colors or layers). For a simple silhouette, like our cat example, the Single Layer option should be selected.

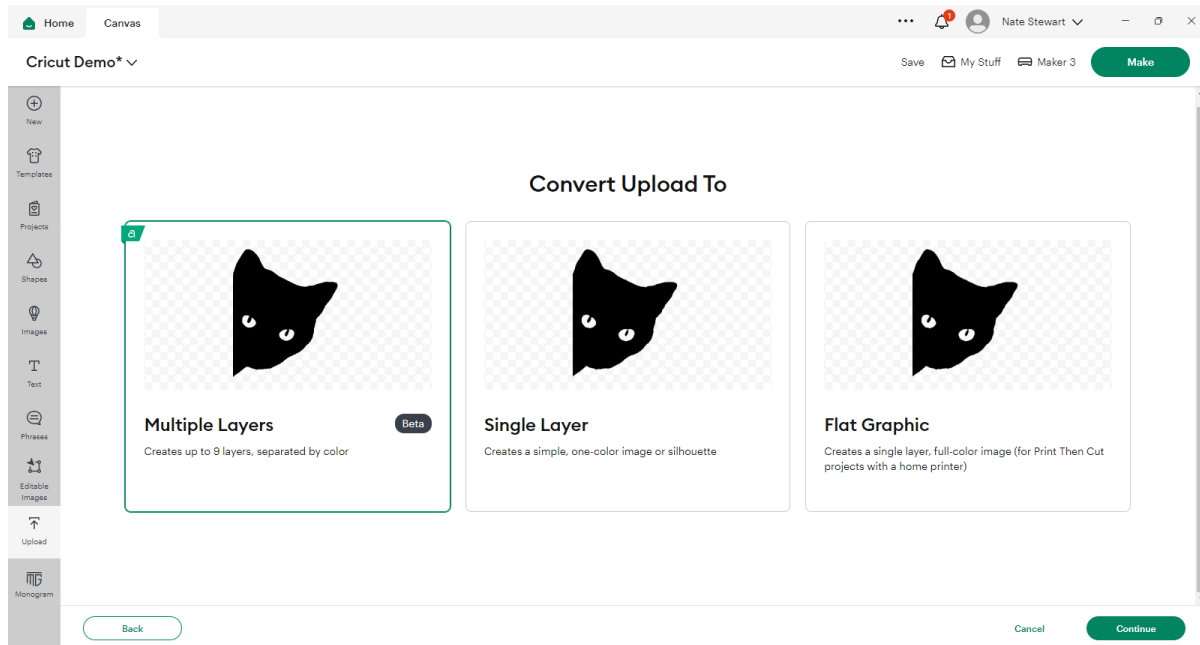


Figure 32

Additionally, any image can be made into a printable image for use with the Print Then Cut feature by changing the operation, in the Cricut Canvas (Figure 33). Users can also search and access Printable images in the Design Space Images and Editable Images library sections of the Canvas.

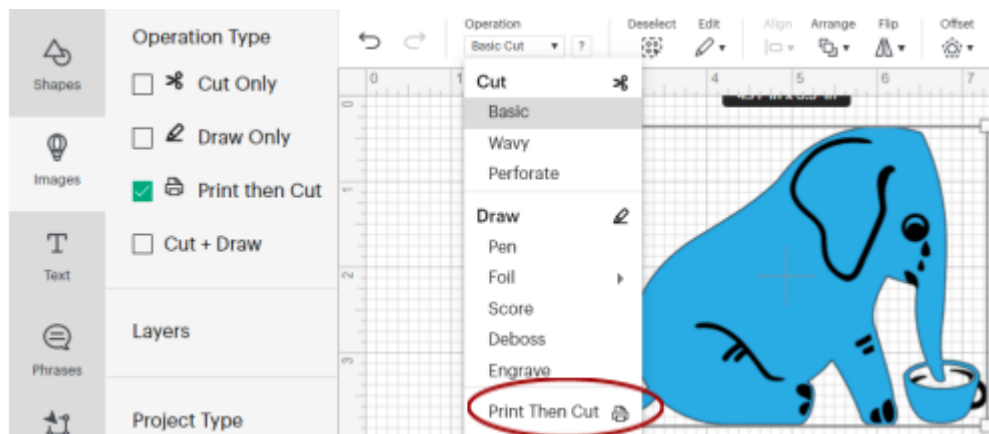


Figure 33

When an image is edited and uploaded into the library, the program prompts users to select an option for the image's final operation: "Cut" or "Print Then Cut." The only option available for patterns is "Print Then Cut" (Figure 33). Learning the Print Then Cut feature is not required to earn the Cricut and Design Space Beginner Badge.

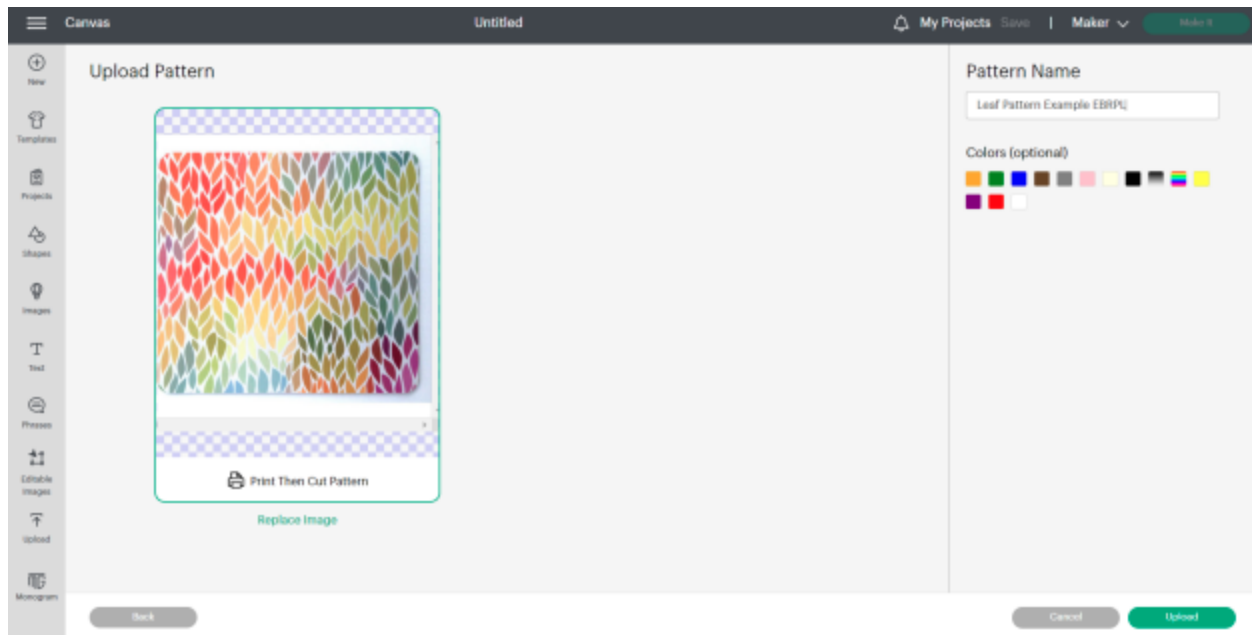


Figure 33

Once the image upload operation type is selected (“Cut” or “Print Then Cut”), and the file uploaded to the image library, the file type cannot be altered. If a different operation is desired, the original file must be uploaded again and saved as the new operation.

And that’s it for the basics!

Lastly, as a reminder, to pass the badging practical and earn the Makerspace Cricut and Design Space Beginner Badge, patrons should be familiar with:

- Design Space Home page
- Cricut Access subscription feature and symbol
- Cricut Edit Toolbar (at top of Canvas)
- Design Panel (left side of Canvas)
- Layers Panel (right side of Canvas)

Makerspace Workstation Closing Procedures

When your reservation time has ended, follow the closing procedures for ALL workstations. Maker culture and community rely on a shared value of leaving the Makerspace like you found it, or better.

Closing Checklist:

- Turn off the equipment.
- Place all salvageable materials in their appropriate bin (paper, cardboard, 3D filament (plastic), fabric, metal, wood, etc.)

- Recycle or throw away all the remaining non-salvageable scraps and materials. Be sure to place recyclable materials in their appropriate bin.
- Return all accessory tools used to their appropriate locations.
- Inspect all station equipment at the reserved workstation and ensure its functionality.
- Report any concerns to Makerspace staff immediately.
- If you used a Makerspace computer, log off your personal account only. DO NOT log off the workstation computers or shut them down.
- Clean the workstation. This may include: (1) using alcohol spray and a paper towel to wipe down the workstation table and chair(s), as well as equipment handles and buttons; and (2) sweeping the workstation area of visible debris.
- Push Makerspace chairs and stools back under the workstation tables and ensure all electrical cords are tucked away so others will not trip over them.

Once the checklist is completed, check out with the Makerspace staff on duty so they can review/inventory the workstation and charge the total of consumables used to your LS2 account. If you are leaving earlier than your reserved time, and reserved time during Open Hours of Innovation, please let the staff member know so they can allow others to use the workstation.

11/1/2024 JC