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## MODEL BUILDING WORKSHOP RULES FOR LASER CUTTER

- Jobs will be completed in order of submission unless this is overridden by the Head of School.
- The maximum time allowed for a job to cut/etch is 3 hours. Any jobs that will potentially take longer than 3 hours will not be accepted.
- All files and materials will be accepted from 2 – 3pm Monday to Thursday and from 11am – 12noon on Friday in the Sessional Staff room opposite the green door on level five of the Barr-Smith South Building. Each piece of material is to be labelled by the student with their student ID number. Completed models are also to be collected during this time.
- All files must include the student ID number within the title.
- A minimum charge of \$5.50 inc. GST will apply. Jobs will be charged at the following rates (inc GST):

|                 |           |
|-----------------|-----------|
| 0 – 10 minutes  | = \$5.50  |
| 10 – 20 minutes | = \$11.00 |
| 20 – 30 minutes | = \$16.50 |
| 30 – 40 minutes | = \$22.00 |
| 40 – 50 minutes | = \$27.50 |
| 50 – 60 minutes | = \$33.00 |

- The final decision on applicable charges will be at the discretion of the Head of School.
- Once jobs have been costed students are to make payments to the Schools' Front Office. Students will be provided with a receipt which must be given to Workshop staff within the nominated times above.
- Students are to provide their own material for use on the laser cutter. Each piece of material will need to be labelled with the manufacturers label and a purchase receipt of the material will need to be provided to Workshop staff to identify what the material is made from. The material must be no larger than 1200mm x 600 x 25mm.
- If material is bowed or damaged in any way then it will not be accepted by Workshop staff.
- Workshop staff will not be responsible for finalising or making adjustments to the jobs submitted for cutting.
- Any models not collected by 12 noon on Friday of each week will be disposed of. If a student has an exceptional circumstance where they are unable to collect their model they are to notify the School before 12 noon on Friday to discuss other arrangements.
- No unauthorised persons are allowed in the workshop. Only trained personnel may operate this machine.
- Students are required to maintain a high level of respect for the laser operators. Disrespect will result in immediate suspension of laser cutter privileges.