

# SOP for Machine Use Calendar

Last revised 2025.04.10, by Alexander Lefort

## Purpose

The purpose of the Machine Use Calendar is to track usage of the machines in the Fabrication Research Lab for administrative and maintenance purposes, as well as to avoid scheduling conflicts between users.

## When to Use

**Any time a user plans to utilize a machine OR conduct a tour in the spaces** they must use the calendar to demark this time. If they have already utilized the machine, the use must be added to the calendar retroactively back to the date that this SOP was put into effect. Date: March 31<sup>st</sup>, 2025.

If the machine has an SOP in place, its use must be accounted for on this calendar. If unsure, please see the following page for machine SOPs: [Equipment & Standard Operating Procedures - Fabrication Research Lab](#).

This calendar will be shared with you once you have completed the General Lab Safety Training.

## How to Use

The calendar used is a Google Calendar shared with all current users of the Fabrication Research Lab spaces (CSE2 G15, CSE2 G15A, CSE2 G15C, CSE 615).

**To add machine usage to this calendar, follow these steps:**

1. Use a personal computer or one of the Fablab laptops or entrance desktop to log into Google Calendar from a browser.
  - If from a Fablab computer, please ensure this is a private tab to avoid the logging of passwords or keeping the user perpetually signed in. Private browsing tabs will log you out once closed.
2. On the calendar, click on the date or time when you would like to start your machine usage and drag to the time when you expect to be finished and release the mouse button.
  - Be sure to include setup time.
  - Do not guard machine time by scheduling time when you may not actually use the machine.
  - The timing does not need to be exact, but should be relatively close (+/- %20 of the estimated time).
  - If you end up not using the time you scheduled, please remove it from the calendar.
3. When the dialog box pops up, enter in the following information, separated by “/”:
  - **First and Last name**
  - **Machine to be used OR if conducting a tour of the spaces** (look for the number on the machine if there are multiple)
  - **Room number** (CSE2 G15 OR CSE 615)
  - **Additional info as needed** (i.e. particular project if needed, other users, alternative use such as maintenance)
  - **Example entry:** “Alexander Lefort / Stratasys F120 #1 / CSE2 G15 / [insert adtl. info if needed]”
4. If not already done, click on the intended calendar on the bottom of the dialog box and change it to the “Fablab Calendar.”
5. Click “Save.” Done.

If you have any questions about how to utilize this calendar or about this SOP please contact the lab manager:

Alexander Lefort ([aalefort@cs.washington.edu](mailto:aalefort@cs.washington.edu)).