

GLOWFORGE CERTIFICATION

Patron Name: _____

MS User Agreement Signed:

Certification Appointment Dates: _____

Activity	✓	Comments
MACHINE ANATOMY		
<ul style="list-style-type: none"> • Patron can successfully identify key components of the laser <ul style="list-style-type: none"> ○ Laser head ○ Crumb tray ○ Camera ○ Air assist & ventilation ○ Start/Pause button ○ On/Off power switch ○ Power cord 	<input type="checkbox"/>	
MATERIALS		
<ul style="list-style-type: none"> • Patron understands material size restrictions <ul style="list-style-type: none"> ○ 12 in. x 20 in. - max Height and Width <ul style="list-style-type: none"> ■ 11 in. x 19.5 in. – max printable area ○ ¼ in. - max thickness for cuts ○ 2 in. max thickness for engrave/score • Patron understands Proofgrade vs. Non-Proofgrade and can identify where material measurements (thin, medium, thick) are located on website and in Makerspace • Patron can identify materials that are safe to use in the laser <ul style="list-style-type: none"> ○ Wood ○ Acrylic ○ Vegetable tanned leather • Patron can identify materials that are dangerous to use in laser <ul style="list-style-type: none"> ○ Vinyl / vegan leather ○ Rubber ○ Chrome tanned leather ○ PVC ○ Unidentified plastic or other material 	<input type="checkbox"/>	
GF SOFTWARE		
<ul style="list-style-type: none"> • Patron knows where to locate Glowforge software <ul style="list-style-type: none"> ○ Can locate and access laptop from locker as needed ○ Can correctly identify and select which GF they will be using ○ Can identify where/when to select <ul style="list-style-type: none"> ■ Create a new design ■ Upload a file ■ Trace a design 	<input type="checkbox"/>	

<ul style="list-style-type: none"> Patron understands the different types of functions and what type of file is needed for each <ul style="list-style-type: none"> Cut (svg) Score (svg) Engrave (jpg, png, pdf, svg) 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Patron can select material type <ul style="list-style-type: none"> If using non-proofgrade materials patron can manually set focus 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Patron knows where to access custom settings <ul style="list-style-type: none"> Speed Power Number of passes 	<input type="checkbox"/>	
<ul style="list-style-type: none"> Patron can identify order of operations layer panel <ul style="list-style-type: none"> Patron sets all cut functions to last step Patron checks to ensure material has fully cut before removing from crumb tray 	<input type="checkbox"/>	
TROUBLESHOOTING		
Material is starting to catch fire – press pause button and allow air assist to smother flames before canceling print on software – see staff member	<input type="checkbox"/>	
Material has caught fire and is not smothered by air assist – turn off power or remove cord and see staff member immediately	<input type="checkbox"/>	
Material is producing yellow or other unusual smoke – press pause button – DO NOT OPEN LID - see staff member immediately	<input type="checkbox"/>	
RESERVATION PROCEDURE		
Patron receives reservation link	<input type="checkbox"/>	
Patron agrees to our 2 hour/ 3 times per week reservation policy	<input type="checkbox"/>	
Patron understands they must book at least 24 hours in advance	<input type="checkbox"/>	
Patron knows they must remain in the Makerspace with their project for the full duration of the cut/engrave	<input type="checkbox"/>	
Patron understands if they go over reservation time, their project will be stopped to accommodate other patrons	<input type="checkbox"/>	
Patron agrees to bring their own material for all projects	<input type="checkbox"/>	
Patron agrees not to use unknown or unsafe material	<input type="checkbox"/>	

Patron is certified to operate this machine during Makerspace open hours

Staff Name: _____ Staff Signature: _____

Date: _____