Grainger Engineering
Design Innovation Laboratory
UNIVERSITY OF WISCONSIN–MADISON

Team Requirements

V.3 9.1.2026

3D Printing

Fab Fellow Manager: Ajay
Fab Fellow Assistant Manager: Gauri
Formlabs Printers Lead: Patrick
Bambu Printer Leads: Patrick

Maintenance Shift (minimum 2hrs/ 2 weeks)
To maintain focus, and complete tasks, do not help users during this time. Ask them nicely to find a staff member with an apron or ring the bell.

- Resolve issues on printers with red flags
- Resolve issues on Makerspace OS
  - Verify “Actively Printing” prints
  - Resolve “Error” prints

  Complete maintenance on one of your printers
  Bambu Maintenance
- Clean the 3DP Area
  - Clean Formlabs Post-Processing Area with Alcohol
  - Clean Formlabs 2/3/4 Lids with PEC-PADs
  - Clean Tools
  - Clear off tables in the 3DP Area/replace paper on the resin table
  - Vacuum shelves and 3d printer

- **Check maker-3dprint@engr.wisc.edu Inbox**
    - Always sign off with your name on the emails
    - Move email to the “Replied” folder (no messages should be in the inbox).
    - Mark the message with ✅ on Slack
- **Check Inventory**
    - Report what is needed in #order channel
- **Clean and Replace tools**

Host/Assist the 3DP Workshops

Work on Improvement Projects Approved by Fab Fellow/Shop Manager

Laser Cutting

Fab Fellow Manager: Grace

- Checking the maker-laser@engr.wisc.edu inbox each time you’re on shift, keeping the inbox empty.
- Hosting the laser cutter workshops minimum of 2 per semester
- Help develop ‘Educational Materials’ for the laser cutter
- Help Fab fellow perform Monthly and semesterly maintenance
- Perform daily and weekly maintenance and maintain its record
- Host/assist Foundations workshops

Textiles and Vinyl

Fab Fellow Manager: Grace

- Checking the maker-textiles@engr.wisc.edu inbox each time you’re on shift, keeping the inbox empty.
- Complete Weekly and monthly maintenance
    - Here
- Host/assist Foundations workshops

Electronic

Fab Fellow Managers: Norbu

- Checking the maker-electronics@engr.wisc.edu inbox each time you're on shift, keeping the inbox empty.
- Host/assist Foundations workshops
- Electronics Maintenance:
    - Complete this check list

Machine Shop

Fab Fellow Manager: Ethan

Fab Fellow Assistant Manager: Azul

- Checking maker-machineshop@engr.wisc.edu once every shift
- Learning various new equipment in the machine shop
- Answering to students requesting to use the machine shop, coordinating with them on their project, and suggesting best use of equipment
- Enforcing the machine shop policies
- Completing regular machine shop chores from the checklist
- Identifying tools/consumables that need attention (maintenance, replacement, restocking, etc.)
- Weekly and monthly maintenance

Waterjet

- Checking the maker-waterjet@engr.wisc.edu inbox each time you're on shift, keeping the inbox empty.
- Clean and perform maintenance on the waterjet
- Assist students with machine setup and file prep
- Train staff on safe use of the waterjet
- Host/assist Foundations workshops
- Weekly and monthly maintenance

CNC Router

- Checking the maker-cncrouter@engr.wisc.edu inbox each time you're on shift, keeping the inbox empty.
- Host/assist Fundamental workshops
- Clean and perform maintenance on the router
- Assist students with machine setup and file prep on easel and v-carve
- Train staff on safe use of the cnc router
- Develop workshop content and creative uses of the machine
- Weekly and monthly maintenance

3D Scanning
Fab Fellow Manager: Matt?

- Checking the maker-3dscan@engr.wisc.edu inbox each time you're on shift, keeping the inbox empty.
- Handle 3D Scanning appointments (HandyScan/Raptor x)
- Keep software updated on devices/laptops and desktops
- Ensure devices are charged & ready for check out
- Host/assist Foundations workshops
- Restock developer spray and targets
- Weekly and monthly maintenance

AR/VR
Fab Fellow Manager: Matt

- Get familiar with all the equipment we have
- Try and learn how to make some AR/VR content -> a-frame, Unity, Unreal Engine, SwiftAR etc
- Make sure Monday is up to date with appointments
- Make sure headsets are clean
- Research new equipment that we should have in the VR/AR space.
- Manage appointments (organize pick-up & drop off times, # of headsets, upload software, charge devices, update firmware)

- Host/assist Foundations workshops