

建筑与设计学院 3D 打印工坊设备使用与管理办法

College of Architecture and Design - 3D Printing Workshop Equipment Management Regulations

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第一章 总则 (Chapter 1: General Provisions)

第一条 为规范建筑与设计学院 3D 打印工坊（以下简称“工坊”）的设备运行，确保设备安全与使用效率，特制定本办法。 **Article 1** These regulations are formulated to standardize the operation of the 3D Printing Workshop (hereinafter "the Workshop") in the College of Architecture and Design, ensuring equipment safety and operational efficiency.

第二条 本工坊实行“专业管理、非开放操作”模式。所有打印任务由工坊管理员统一操作，严禁学生及非授权人员私自触碰或操作打印设备。 **Article 2** The Workshop adopts a "Professional Management, Restricted Operation" model. All printing tasks shall be executed by the Workshop Manager. Students and unauthorized personnel are strictly prohibited from touching or operating any equipment.

第二章 打印作业申请流程 (Chapter 2: Application Process)

第三条 文件准备： 学生须在申请前认真观看工坊公布的教学视频，并自行完成模型切片 (Slicing)。 **Article 3 File Preparation:** Students must carefully watch the instructional videos provided by the Workshop and complete the model slicing independently.

Bamboo Lab 官方教学视频：

<https://youtube.com/playlist?list=PLFUVS59delm2mawl3Zjk1XI9yp7H7955J&si=LdBRI2cXvxwTrJkw>

第四条 文件提交： 学生须在办公时间内通过实体移动硬盘提交符合要求的切片文件 (.gcode 等格式) 给工坊管理员处。 **Article 4 Submission:** Sliced files (e.g., .gcode) must be submitted through designated channels during official office hours.

第五条 办公时间限制： 工坊接收申请及文件的办公时间严格限定为：

- **周一至周四：上午 09:00 - 11:00，下午 12:00 - 17:00** 非办公时间不接收任何预约申请、咨询或文件提交。 **Article 5 Office Hours:** Applications and files are strictly accepted during:
- **Monday to Thursday: 09:00 - 11:00 (AM), 12:00 - 17:00 (PM)** No appointments, consultations, or submissions will be processed outside these

hours.

第三章 原材料与设备责任 (Chapter 3: Materials and Liability)

第六条 原材料自备： 工坊不提供打印耗材。师生须根据设备型号（如 Prusa MK3, Makerbot, H2D 等）提前准备符合规格的打印材料（如 PLA, PETG 等）。 **Article 6 Materials:** The Workshop does not provide printing consumables. Students must prepare materials (e.g., PLA, PETG) compatible with specific machine models (e.g., Prusa MK3, Makerbot) in advance.

第七条 质量审核： 管理员有权对学生提供的原材料及切片文件进行预检。如因文件参数设置不当、模型结构缺陷或原材料质量问题导致的打印失败，由学生自行承担全部后果，工坊不负责补打或赔偿材料。 **Article 7 Quality Audit:** The Manager reserves the right to pre-inspect files and materials. Students bear full responsibility for print failures caused by improper settings, structural flaws, or sub-standard materials. No free reprints or compensation will be provided.

第四章 预约与时间管理 (Chapter 4: Reservation and Time Management)

第八条 时长限制： 单个打印任务或单个学生单次预约的打印时长最长不得超过 8 小时。 **Article 8 Time Limit:** A single print task or a single student's appointment shall not exceed 8 hours.

第九条 禁止连续预约： 为保证公平，学生不可进行连续时段预约。前次打印任务彻底结束后，方可再次申请下一次预约。 **Article 9 No Consecutive Booking:** To ensure fairness, consecutive reservations are prohibited. A new application can only be submitted after the previous task is fully completed.

第五章 安全与现场管理 (Chapter 5: Safety and Site Management)

第十条 准入限制： 3D 打印工坊区域视为重点监管区域。学生仅限在交接材料及领取成品时进入指定区域，不得在工坊内逗留。 **Article 10 Access Control:** The 3D print Workshop areas are restricted. Students may only enter designated zones for material handover or model pickup and are not permitted to loiter.

第十一条 成品领取： 打印完成后，学生须在收到通知后的 48 小时内领取成品及剩余材料。逾期未领取的，工坊有权按废弃物处理。 **Article 11 Pickup:** Finished models and leftover materials must be collected within 48 hours of notification. Items left beyond this period will be disposed of at the Workshop's discretion.

第六章 附则 (Chapter 6: Supplementary Provisions)

第十二条 违规处理: 凡违反本办法规定, 如私自操作机器、言语干扰管理人员、在非办公时间强行联系等, 工坊有权暂停该生本学期的设备使用权限。 **Article 12 Violations:** Any violation, such as unauthorized operation, interference with staff, or contacting staff outside office hours, may lead to a suspension of workshop privileges for the current semester.

第十三条 本办法由 3D 打印工坊管理员负责解释, 自公布之日起施行。 **Article 13** These regulations are interpreted by the 3D Printing Workshop Manager and shall take effect from the date of publication.

确认人 (Confirmed by): Han Xiao **日期 (Date):** 2026.03.20