

CNC PRE-APPOINTMENT CHECKLIST

Making sure you have everything you need before you go into an appointment can be confusing, but it is an essential step for you to take the success of your project into your own hands. These worksheets are here to help you be as prepared as you can be to have a great experience, and are meant as a conversation starter between you and shop staff about your aspirations before meeting with shop staff. Completed worksheets are due at the time of appointment: **students without completed worksheets at the time of appointments are subject to appointment cancellation.**

Students wishing to use the CNC, please fill out Section A and Section B. If you do not know how to complete a section, please consult the tutorial for reference.

APPOINTMENT INFORMATION

Name: _____ Date of Appointment: _____
 Class Title: _____ Name of Faculty: _____
 Area/Process reserved: _____
 Time period reserved: _____

SECTION A:

I have a file I wish to CNC.

- I know the overall dimensions of the finished product: _____ X _____ X _____
- I know how much time it will take to finish: _____ HRS _____ MINS
- I have purchased my **CNC bits** (order from Tools Today, 2 day turn around)
- I have purchased my **spoil board** and have cut it down to fit my material (white pegboard)
- I have purchased all my needed **material** (limit: 4'x8'x2" per layer)
- I have purchased enough **duct tape** to seal the material to the CNC bed (not provided)
- I have cleared my material choice with a shop technician - WRITE BELOW:**

According to my research, the below settings are appropriate for my material:

Path	Size and type of bit:	Step over:	Spindle speed:	Feed:	Estim time:	Passes:
ROUGHING TOOLPATH						
FINISHING TOOLPATH						

SECTION B: FILL OUT ONE

I have a three-dimensional object I wish to carve out of a chosen material.

- I have a valid, watertight, and processed .stl file of the object I want to carve opened in Cut3D
- I have entered the EXACT size and depth of my material in the material depth calculations
- I have set my origin and cut plane correctly on my model
- I have input my settings for my **ROUGHING TOOL PATH** into the program and matrix above
- I have input my settings for my **FINISHING TOOL PATH** into the program and matrix above
- If my object needs to be sliced...
 - I created a folder with my name and project name on the desktop with all slice files
 - I documented my file order and name on the whiteboard
- I have saved the file into its appropriate file type and am ready to cut

OR

I have a two-dimensional design I wish to carve out of a chosen material.

I have joined, valid vector linework (Illustrator file works best) that I opened in VCarve
I have entered the EXACT (use the calipers if you need to!) depth and dimensions of my material
I have set the origin and orientation of my linework on the material preview
I have verified that the size of my parts fit within my material boundaries
I have assigned cut type (pocket, outside, inside, etc.) to the desired cut.

I have input my settings for my **ROUGHING TOOL PATH** into the program and matrix above
I have input my settings for my **FINISHING TOOL PATH** into the program and matrix above
I have added the appropriate tabs to my cuts.
I have saved the file into its appropriate file type and am ready to cut

TECHNICAL CHECKLIST: TO BE COMPLETED AT TIME OF APPOINTMENT

Think youre ready to cut? Please check off tasks below to set up your material!

Machine is plugged in, knife switch turned to on, and red switch on front of the machine on.
Bed is clean of all debris and gussets applied in correct areas. Vacuum if necessary.
Spoilboard is cut to size and loaded.
First sheet of material is loaded on top of spoil board.
All 4 sides of material and adjacent open channels are taped and sealed
Vacuum seal levers at front of CNC are open over total span of material
Extra open vents covered in plastic drop
First bit installed and ready to use.
Cut file loaded into Techno CNC
Vacuum bed turned on
Material set up checked for leaks and sealed if necessary

PRE-APPOINTMENT TECHNICIAN VERIFICATION

Please cross check your completed checklist with a shop technician **prior to appointment**. Signature is required prior to beginning your part.

Technician Name:

Technician Signature: