

September 14, 2020

In response to COVID-19, the Faculty of Architecture has prepared the following updates to the use of their facilities.

NOTE: Students should try to schedule their appointment times when they are required to be on campus.

CADLab

The CADLab print shop (Rm 124, Architecture 2 Building), the Computer Lab (121D, Architecture 2 Building), and the Scanning Room (121A, Architecture 2 Building) will be open from 8:30 am to 3:30 pm Monday to Friday BY APPOINTMENT ONLY.

Appointments are required for all in-person services, including:

- purchasing print credits
- borrowing/returning equipment
- wide format printing.

How to make an appointment

E-mail cadprint@umanitoba.ca

Call 204-474-7482

Wide-format printing should be submitted digitally to cadprint@umanitoba.ca

The Computer Lab (121D, Architecture 2 Building) will have 11 computers available by appointment to accommodate distancing. There will be wipes and hand sanitizer available, please clean your machine before and after use.

The Scanning Room (121A, Architecture 2 Building) is limited to 2 occupants at a time by appointment only. There will be wipes and hand sanitizer available, please clean your machine before and after use.

Questions?

E-mail: cadprint@umanitoba.ca

Phone 204-474-7482

C.A.S.T.

Students interested in using the CAST facility should speak to their studio advisor and the C.A.S.T. coordinator.

FABLab

FABLab (Rm 120, John A. Russell Building) will be open from 9:00 am to 4:00 pm Monday to Friday for pick-up APPOINTMENTS ONLY. There will be no direct access to the FABLab at this time.

How to access FABLab services

1. E-mail file to fablab@umanitoba.ca please include the type of work, preferred material output, and **Papercuts user name**
2. The technician will review the file and respond with costing and any follow-up questions/issues.
3. Once approved, the file will be processed and the cost will be deducted from your Papercuts account
4. When the file is ready a technician will e-mail to schedule an appointment for pick-up. (Scheduled pick-up times will be for 30-minute increments).

Please note: Deposits to papercut must be made at CADLab, this also requires an appointment, a strong recommendation that students deposit more money on papercut than they might normally.

How To Access FABlab Equipment Rental And Services

1. E-mail request for equipment or remote services to fablab@umanitoba.ca please include **Papercuts user name**
2. When the item(s) is ready you will be e-mailed to schedule an appointment for pick-up.

All equipment that was formally available from the FABLab for rental, remains available for sign out. All 'remote' services previously performed by the FABLab are still available but require larger lead times.

Questions?

Queries around digital: craft; fabrication; and modeling, along with work requests. Contact the FABLab staff

- Office # 1-204-272-1590 (General questions)
- E-mail: fablab@umanitoba.ca (Request for work)
- [Teams Channel](#) (Collective discussions and repository for digital techniques and topics)

FABLab's website will be updated regularly. Please check often: <http://umanitoba.ca/architecture/fablab>

Product Catalogue Collection (PCC)

PCC (Rm 203, Architecture 2 Building) will be open BY APPOINTMENT ONLY.

How to access PCC materials

1. Visitors can arrange a 30-minute appointment by emailing PCC@umanitoba.ca or by phone 204-805-1857.

Please note: All samples loaned out will be sanitized upon return to the PCC. Samples that cannot be sanitized (i.e. fabric and carpet samples) will not be accepted for return.

Hand sanitizer and sanitizing wipes will be available. Upon entry, people will be required to use hand sanitizer before handling any of the samples. People will be encouraged to minimize the handling of samples and to practice social distancing in the PCC.

All hard surfaces (tables, desks, chairs) will be sanitized each day.

A maximum of 4 people permitted at one time.

Workshop

Workshop (Rm 101, John A. Russell Building) will be open from 9:00 am to 4:00 pm Monday to Friday for pick-up APPOINTMENTS ONLY. There will be no direct access to the Workshop at this time.

How to access Workshop materials

3. E-mail request for materials to keith.millan@umanitoba.ca please include **Papercuts user name**
4. The technician will review the email and respond with cost and any follow-up questions/issues. The pricing of materials is posted online.
5. When the item(s) is ready you will be e-mailed to schedule an appointment for pick-up.

Deposits to papercut must be made at CADLab, this also requires an appointment, a strong recommendation that students deposit more money on papercut than they might normally.

How to access Workshop tools

1. E-mail request for tools to keith.millan@umanitoba.ca or by phone 204-474-6436
2. When the item(s) is ready you will be e-mailed to schedule an appointment for pick-up and an appointment for returning tools.

The workshop will also continue to sign out hardhat safety vest/kits for groups. This will require advance booking, a minimum number of students should be involved in the pick-up and drop off for the group. Individual hardhats and vests will not be loaned out.

Workshop staff will consider doing machining and fabricating processes for student academic work on a case-by-case basis, for example laminating thick panels for CNC routing of model bases. The ability to undertake this work will be contingent on a number of conditions unknown at this time. All inquiries should be submitted by email with ample lead time.

Regards,

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