Read before every job

Laser cutter station

Machine: _____
Staff contact: _____

Before you start

- [ ] Trained on this machine? If not, ask staff first
- [ ] Material is on our approved list (ask if unsure)
- [ ] **No PVC or vinyl, ever**, and nothing you can't identify
- [ ] Exhaust or filter is on and working
- [ ] Fire extinguisher is in place
- [ ] Lid closed; safety interlocks never defeated

Set up the file

- [ ] Check the size: measure the design, not the screen
- [ ] Red = cut, blue = score, black = engrave (in our files)
- [ ] New material? Run the material test card first
- [ ] Use settings from this machine's maker or our log

While it runs

- [ ] **Stay with the laser the whole time**
- [ ] Watch for flames that don't go out on their own
- [ ] Small flare-ups: pause the job. Real fire: follow the posted fire plan
- [ ] One sheet at a time; never stack materials
- [ ] Wait for the smoke to clear before opening the lid

When you finish

- [ ] Remove every scrap from the bed and tray
- [ ] Write new settings in the material test log
- [ ] Turn off the laser and the exhaust as staff showed you
- [ ] Report anything odd: smells, sounds, marks on the lens

Approved materials here (staff fill in)

MATERIAL	THICKNESS	CUT	ENGRAVE	NOTES

Why these rules: Epilog, Glowforge, xTool, Thunder, Full Spectrum and Dremel all say never to run a laser unattended and never to cut PVC or vinyl. Glowforge says children need an adult's supervision and help at all times.

From the free laser beginner files at cleancutsvg.com/laser-cutter-beginner-files. Follow your machine's manual first. Not affiliated with any brand named. You may print and share this card.