

TIB FAB GUIDANCE

TIB FAB Important Rules

Update : 2026/06/19

01 What is TIBFAB?

TIB FAB is a prototype and development area for hardware startups and future entrepreneurs. In this single space, you can do everything from making prototypes to running simple tests by using our 3D printers, digital fabrication tools, electronics equipment, and metalworking machines. Technical advisors are always here to help you with your making process, and we also host counseling sessions and events with partner companies to support your business. If you have any worries about funding or finding business partners, please feel free to talk to the TIB FAB community staff anytime.

[Notice for Users]

You need to report the progress of your prototype development regularly. The management office will send you a progress sheet once every two months, so please fill it out and reply to us.

02 Business hours

TIB/TIBFAB Opening Hours

Weekday
10:00~21:00

Weekend & Holiday
10:00~17:00

03 Facility Rules

To keep our facility safe and comfortable for everyone, please make sure to follow these rules.

1. Purpose of Use (Allowed Activities)

- **Prototype & Testing Only:** You can only use this facility for the activities you submitted in your advance entry form.
- **Not Allowed (In general):**
 - Contracted development (work for other companies)
 - Personal hobbies
 - Making mass products or final items to sell

2. Safety & Machine Rules

- **Required Training:** You must take the "Safety Training" before using any machines. For machines that need a license, you must also take the "License Training."
- **Safety & Problems:**
 - Some tools can be dangerous, so please always check your surroundings to stay safe.
 - If you do not know how to use a machine, or if you find any broken or strange tools, do not leave them. Please tell the staff immediately.
- **Others:** Tools are limited, so please share them kindly with other members. Also, we may not allow you to process materials if we cannot check what they are.

Banned Actions (Strictly Prohibited)

- **No Dangerous Items:** You cannot bring or use items like fire, guns, or explosives.
- **No Painting & No Solvents:** You cannot use spray paint or bring organic solvents into the facility.

3. Leaving Your Seat & Keeping Baggage

- **Leaving Your Seat:** Please always tell the staff when you leave your seat, even for a short break.
- **Left Luggage:** Please pack up your things if you leave your seat for a long time. If you leave your baggage for a long time without telling us, we may remove it.

4. Emergency Actions

- **Emergency Contacts:** In an emergency like injury or fire, please tell the staff immediately.
- **Bring Your Health Insurance Card:** Please always carry your health insurance card in case of sudden illness or injury during your work.

5. Food & Drinks

- **Drinks Only:** Eating food is not allowed inside the FAB area. You can only bring drinks with tight lids (like plastic bottles or tumblers) to prevent spills.
-  **No Alcohol:** Bringing alcohol or entering the facility after drinking is strictly prohibited.

6. Trash Separation

To keep our facility safe and comfortable for everyone, please make sure to follow these rules.

Trash you can leave here:

- **Burnable Trash / Unburnable Trash / Electronic Boards**
- **Bottles, Cans, and Plastic Bottles:** ※Please wash inside before throwing away.
- **Metal Scraps:** Metals, wires, etc.
- **Plastic & Wood Scraps:** ※Please cut or break them into sizes smaller than 20cm x 20cm.

Trash You Cannot Leave Here (Take Home)

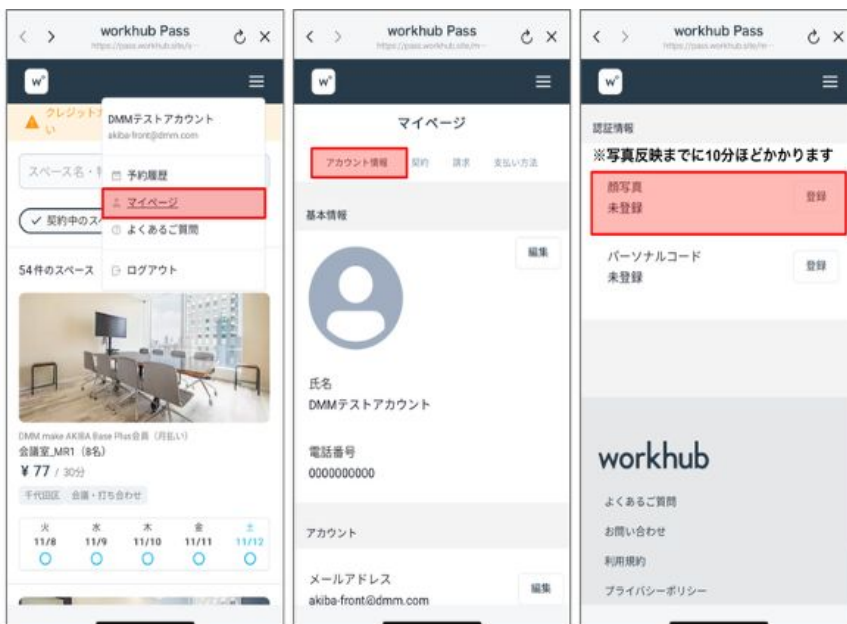
- **Batteries / Power banks**
- **Solvents & Waste Liquids (All kinds of liquids)**
- **Paint or Resin Containers with leftovers inside**
- **Large Trash (Anything larger than 20cm on any side)**

04 How to Enter the FAB

Steps to Enter

1. Look at the iPad at the entrance to scan your face. The door will unlock automatically.
2. You must register your face photo. Please register it on your **workhub** My Page.

※Please see below for more details.



To keep our facility safe and comfortable for everyone, please make sure to follow these rules.

1. Available Machines

- Please check the machine list on our website for details.
- All machines are free to use, except for the paid ones.

<https://tib.metro.tokyo.lg.jp/tibfab/machine>



2. Paid Machines

- For paid machines, please pay for the time you used at the FAB reception counter after you finish. (※Rates are charged per hour.)

List of paid equipment (charges are per hour.)	
3DPrinter (Bambu Lab H2D)	300 yen/hour (including filament)
3DPrinter (Bambu A1)	200 yen/hour (including filament)
3DPrinter (Adventure3)	150 yen/hour (including filament)
Laser cutter (trotec Speedy300)	500yen/hour
UVPrinter (Roland.DG LEF-12)	1,000yen/hour (including Ink)

3. Machine Labels for Rules

- Machines with special rules have a label on them.
- You can use machines without a label right after this guidance ends.



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Staff preparation required	Paid equipment	Reservation required	License required

4. Machine Booking System

- Please use the **workhub** system to book machines or change your bookings, just like the face recognition app.
- You can use **workhub** via a web browser or the mobile app.
- Please see below to download the app.
- ※If you use a web browser, please use **Google Chrome**.
- **iPhone (App Store)** • **Android (Google Play)**



5. How to Book, Change, or Cancel Machines

- You can book machines yourself from the **workhub** app (My Page).

Booking Rules

- **Booking Limits:** You can only make **one booking per machine** at a time (up to the maximum time allowed for each machine).
- **No Double Booking:** In general, **you cannot book or use two or more machines at the same time.**
- **※Exceptions:** If you are using machines that run automatically for a long time (such as 3D printers, desktop CNCs, or constant temperature/humidity chambers), you may be able to use another machine at the same time. Please ask the staff.

Booking Deadlines

- **Booking Machines:** You can book a machine right up until the start time.
- **Booking License Training:** You must book by 9:00 PM on the day before.
- **※After the Deadline:** If you miss the deadline, please talk to the staff. You may still be able to book on the same day depending on the situation.

Canceling a Booking

- **Cancellation Fee:** None.
- **How to Cancel:** Please cancel it yourself from the "Booking List" in the **workhub** app. (※Once you cancel, you cannot undo it. You will need to make a new booking.)
- **No-Show Penalty:**
 - If **15 minutes** pass from your booking time without any notice, it will be automatically treated as a "Same-Day Cancellation."
 - If you miss your booking without notice **3 times in a row**, you will **not be able to book any machines for 1 week** starting from the next day.

Extending a Booking

- **Conditions for Extension:** If there is no other booking after yours, you can extend your time from the **workhub** app. You can do this starting **30 minutes before** your booking ends.
- **How to Extend:** Please extend it yourself on the app first, and then **always** let the staff know.

Starting & Finishing Your Booking

- **Starting Your Booking:** Please arrive by your booking time and let the staff know.
- **Finishing Your Booking:** Please finish cleaning the machine and deleting your data before your booking ends, then let the staff know. If you used a paid machine, please make your payment after you finish.

6. Payment Method

We will calculate your payment at the reception counter on the day of use, based on your **workhub** booking and actual usage time.

We accept the following payment methods:



7. License Training System

To use machines with a "**License Required**" mark, you must take TIB FAB's special training and get a license. This is different from the regular guidance.

Target equipment	● 3D Printers (H2D / A1 / Adventurer 3) ● Laser Cutter ● UV Printer ● 3D Scanner ● Constant Temperature and Humidity Chamber ● Desktop CNC ● Cutting Machine
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License Training Booking Rules

- **First-Time Users:** For your first time, you can only book a "License Training." You can book the machine for your own use after you get the license.
- **During the Training:** The training uses a special program. If you want to work on your own projects (like processing your own files), please make a separate booking after you get your license.
- **Fee:** Free.
- **Time Required:** About 1 to 2 hours (varies by machine).
- **Retaking the Training:** After getting your license, if you still need a lot of help from the staff, we may ask you to take the training again.

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About dress code

- There is a dress code for using some machines that can be dangerous.
- Please prepare and wear suitable clothes for the work yourself.

Dress code

- **Clothes:** Wear clothes that fit well.
- **Gloves:** **DO NOT** wear knit gloves (like cloth work gloves).
- **Tops:** In general, wear long sleeves with tight cuffs. Tuck your shirt into your pants.
- **Pants:** Wear long pants. (NO skirts or shorts.)
- **Hair:** Tie your hair back if it is long.
- **Shoes:** Wear safe shoes. **DO NOT** wear sandals, open-toe shoes, or any shoes that are hard to work in.
- **Accessories:** **ALWAYS** take off anything around your neck, such as card straps, ties, or necklaces, so they do not get caught in the machines.

Target equipment

Drilling Machine (Drill Press)/Bandsaw
Bench Grinder/Power Tools/Desktop CNC
High-Speed Cut-Off Machine/Metal Cutting Saw
/Pneumatic Tools (Air Tools) etc.

1.Regular Use Lockers

- **Who Can Use:** FAB Members.
 - ※Limit: **1 locker per person or team**. For teams, only the team leader should apply.
- **Usage Period:** In general, **2 weeks** from the start date (Free / First-come, first-served).
- **⚠ Important Note (If you leave your items after the period ends):**
 - If you do not pick up your items after your usage period ends, please note that we will **send them back to you cash on delivery (pay on delivery) or throw them away**.
- **How to Apply:** The detailed rules are written on the application form. Please read them carefully and agree to the rules before applying.
- **▼ Regular Use Locker Application Form**



2.1Day Lockers

- **Usage Period:** Same-day use only.
 - Weekdays: 10:00 AM – 9:00 PM / Weekends & Holidays: 10:00 AM – 5:00 PM
 - ※Subject to change based on the facility's opening hours.
- **⚠ Important Note (If you leave your items):**
 - If you do not pick up your items before closing time, they will be thrown away according to our facility rules. Please make sure to collect your items on time.
- **How to Use:** On the day of use, please fill out the sign-up sheet located next to the lockers.

How to Use the Keypad Lock

To Lock

1. Close the locker door and enter any **4-digit number** of your choice.
2. Press the **blue button** on the bottom right to lock it and set your passcode.
3. Place the **"In Use" (利用中)** card on the locker.

To Unlock

1. Enter your **4-digit passcode** to unlock it. (The passcode will reset automatically.)
2. Remove the **"In Use" (利用中)** card and return it to its original place.

Notice

- For safety and security reasons, the staff may open the locker with a master key if necessary.

3.Display Shelves

- **Who Can Apply:** Please apply by yourself. (For teams, only the team leader should apply.)
- **Display Period:** About **1 month**.
 - ※If there is no other booking after yours, it will be automatically extended.
- **Display Panel & Items:** Please prepare them yourself.
 - **Size Limit:** Within 40 cm (H) × 40 cm (W) × 40 cm (D)

Important Rules

- **Disclaimer :** The facility is **not responsible** for any lost or damaged items. Please display them at your own risk.
- **Management:** You must handle everything yourself, including plugging in or operating any power supplies.
- **Others:**
 - Please note that other members or visitors may take photos of your display.
 - We may refuse to display items that go against public order and morals.
- **▼Display Shelf Application Form**



※Staff will only contact you if we cannot display your items or if there is no space available.

4.About guest use

Guests accompanying a FAB Member can enter the facility temporarily by submitting an application. Please make sure to apply at the time of entry.

To keep everyone safe and maintain a good environment, we kindly ask all guests to follow the rules below:

Rules for Guests (Non-Members)	
How to Apply	Please get a Guest Card at the FAB reception desk, and make sure to always wear the neck strap while you are in the facility.
Rules for use	The member must stay with the guest at all times; guests are not allowed to remain in the facility by themselves.
Length of Stay	The length of stay is generally limited to 1 hour, so please talk to the staff if you need to stay longer.
Purpose of use	This space is only for: • Looking around the facility. • Checking products we are making. • Meetings about our products. You cannot stay here for other reasons. • For other meetings, please use other meeting spaces in TIB. • Guests must not touch or use any machines or tools. • For your safety, you can only look inside the machine area. No entering or working there.
Children Entering the Facility	Children under 15 years old must be accompanied by a legal guardian, and the facility is not responsible for any trouble or accidents that may occur.

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Cancellation of Membership



If you wish to cancel your membership, please submit the application form.

- **Cancellation Date:** The date you submit the form will be your official cancellation date.
- **Service Restriction:** After the cancellation date, you cannot enter TIB FAB or use any equipment or services.
- **No Reversals:** Cancellation requests cannot be undone. If you wish to rejoin later, you must submit the entry form again.
- **For Teams:** Even if you use the facility as a team, every individual member must submit their own application.