



## **Before you can work independently in our shops, you must be certified to use that tool and you must review the Shop Safety and Etiquette**

### **Member Responsibilities**

- Know the current operation procedures for the equipment. This includes reading the manual on new equipment you may not have used. Ignorance is not an excuse.
- Know the current operation procedures for any related equipment. This includes dust collection, ventilation, feed tables, etc.
- Don't leave projects out in the shop. Especially don't leave projects out without labels on it.
- Bring your own consumables. Saw blades, drill bits, sand paper, etc. all have a service life. Bring your own if you are going to be doing a high volume of work.
- Bring your own Personal Protection Equipment. You should have your own Safety glasses, hearing protection, welding gloves, etc when you come to work.
- Take out your trash. The building dumpster is in the front parking lot.

### **Ready to Use**

- Know what the "Ready to Use" state should be. This includes a clean tool that can be used as expected by the next user.
- The space is cleaned and maintained by you, the members. It is the responsibility of each member to clean up after themselves. You should always leave the space in better shape than you found it.
- Plan time accordingly. You know you need to clean up. Clean up will often take 20% of your time.
- If you don't have time to clean up, arrange for someone to clean up after you.

### ***"Ready to Use" and cleaning up after your self looks like:***

- **Sweep the area you're working in when you're done.**
- **Leave all tools, equipment and surfaces in ready to use condition.**
- **Wipe down and clean surfaces (don't leave food, glue residue, shavings or.**
- **Throw out trash and empty full trash cans to the dumpster.**
- **Put tools and supplies away.**

### **The Community and Giving Back**

- You should be trying to spend time giving back to the shop, volunteering based on the time you use the shop. If you spend 20 hours in the wood shop a week, consider giving back 2 hours in some way. Organizing, updating documentation, cleaning and sweeping are some great ways to accomplish this.
- We are a small community of folks with common interests working closely together. All members are expected to treat other members with respect and courtesy at all times, in person as well as in online communications via Slack and elsewhere.
- For questions, concerns or issues, please contact one of the member representatives on the Board, or the Director.

### **When something breaks...**

- If you break equipment or find something broken report it to the **Shop Steward**. In addition, either CC or send a separate message to the Slack Channel for the shop. The faster it's reported the quicker it'll be fixed. Send as many details as you can including observations, a diagnosis and links to replacement parts when available
- If you break a tool doing something you know to be wrong, pay for the repair parts and help with the repair.