

New Member Orientation

New Member Tour Document

Facilities

- Door
 - Demo fob
 - Replacement price \$5
 - Make sure doors are all fully closed when leaving
- Lights
 - Most light switches by door, but one's on the column
 - All off when leaving
- Thermostat
 - Make sure to follow the guidance on the sign so we don't freeze pipes
- Does something seem off? Hear weird beeping or alarms, etc.? Report it!

Space Usage

- Events have priority over personal use, check calendar/slack/event board
- Families and guests are allowed
 - Red tools members only
 - Fill out waivers
- No smoking, pets, camping, overnight parking, plugging in campers
- Shared Space etiquette
 - Minimize project sprawl
 - Share tools and trade spots, etc.
 - Be aware of what's going on around you
- Fire Safety
 - Flammable storage
 - Dust and metal garbage distinction

Tool Policies

- Tools do not leave the Makerspace
- Red tools/Restricted tools

- Have a sign or sticker
- Need a check out (request in #class-requests on slack)
- Do not use tools when you
 - Lack complete understanding
 - Are drunk or distracted, or otherwise impaired
- Broken tools
 - We won't be mad, just thankful it was reported!
 - Use broken tool hang-tags and report on slack

Storage Policies

- Lockers/Tote bins available, one per member
- Lumber Rack/chemical storage
 - for active projects only
 - Name & date is required
 - Couple months maximum (6 or less)
- No Name Fair Game policy

Cleaning and Leaving

- Cleaning
 - Sweep, then use the vacuum if needed (sweeping preferred)
 - 110% Rule of Cleaning: Clean all of your mess, and 10% of someone else's
 - Full garbage cans must be emptied into the dumpster
- Leaving
 - Return tools to their initial states (replace blades, reset angles, etc.)
 - Unplug all extension cords
 - Check if you're the last one out before leaving
 - Turn off lights, check doors, and listen for tools/machines left on

Being a Part of the Makerspace

- Please join slack and share your cool projects!
- Anyone can teach a class, on pretty much anything. Contact an officer to set one up
- Come hang out at Open Build, classes, and our member meetings
- Bring ideas for new purchases and improvements to open build and member meetings!

