

AV Coop Workshop **Guidelines**

— December 2018

The AV Coop Workshop is open to all its members. The Workshop is designed to be a safe and secure space for personal or Coop construction and repair projects. It is also an opportunity for community building and for members to share skills with one another.

Workshop Committee Members act as “Key Holders” to manage access, administer the space, and providing orientations to “Workshop Users.”

Before using the space, each adult Workshop User is required to:

1. Participate in a workshop orientation with a Key Holder and sign the Guidelines.
2. Contribute the annual \$20 fee. The annual fee partially covers costs for workshop maintenance, basic common supplies, safety gear, etc.

Access

3. Access the workshop via one of the following Key Holders:

Cole Brown | nmebrown@gmail.com | #157

Mike Walker | walker.michael@gmail.com | #157

Matt Dolf | matt.dolf@pm.me | #204

Hassan Erfan | pherfan@yahoo.com | #211

Alex Oulton | alex.oulton@gmail.com | #414

Safety

4. Safety is your own responsibility. Get educated by before using any tools you don't feel safe or comfortable using – **especially the electrical saws.**
5. It is your responsibility to check the condition of all tools immediately prior to use.
6. Wear appropriate personal protective equipment (eye, ear, and dust protection).
7. Do not store flammable or noxious fuel, gas, or oil in the Workshop at any time.
8. Do not paint/varnish without adequate ventilation (i.e. door is open or fan running).

Respect

9. Due to space limitations, the Workshop should not be used to store personal tools or equipment unless approved by the Workshop Committee for shared use.
10. Tools or Workshop items that are broken through carelessness or misuse must be repaired or replaced at the responsible person's expense, and expendables replaced.

11. Personal tools, equipment, and supplies kept in the Workshop are left at the owner's risk.
12. Ongoing project materials must be clearly labeled with the name and unit number of the owner, otherwise it is available to other Users.

Cleanup

13. The Workshop must be kept clean, tidy, and safe at all times. The floor needs to be kept clean and free of obstructions.
14. Put all the tools back in the same place you found them (they all have a home).
15. Follow the old campsite motto of leaving the Workshop cleaner than you found it.

Tools and Materials

16. Tools have been purchased or donated for shared use, or belong to Coop members who make their tools available for all Workshop Users. All tools are to be used with respect and care.
17. You may sign tools out for up to 24 hours. Please fill out the Tool Sign-Out Sheet.
18. If you need to borrow a few screws, glue, sandpaper, etc. for your project – go for it. If you need **a lot** of these items, purchase them yourself and consider leaving your extras for others to use following the “take a penny, leave a penny” principle.
19. If you have tools you would like to put in the workshop, please contact a Key Holder so we can maintain an inventory and avoid duplication.

General

20. Failure to follow the Workshop Guidelines will result in a loss of Workshop privileges.
21. A signed copy of the Workshop Guidelines will be kept securely on file and another copy will be given to each adult user.
22. The Workshop Committee may change and amend these Guidelines as needed.
23. Got an idea for this space or something we can build for the Coop? Let us know.

Sign

I have read and agree to the Workshop Guidelines:

Name _____ Unit# _____ Signature _____ Date _____

In case of emergency, please contact:

Name _____ Unit# _____ Phone _____