

# Large Scale Project (LSP) Work Request

Use this form to obtain permission for projects that are "Large Scale" as defined in the Shop Rules and to identify it during the build. Requests should be submitted at least one month before the anticipated start date to allow for Board approval and member notice. When form is complete, place it and associated documents in the Drop Box and notify the Wood Shop President.

Member's Name \_\_\_\_\_

Date of request \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

## Project Info

One-time project       Recurring project; frequency \_\_\_\_\_

(Each iteration requires approval. Plans need only be submitted once unless they significantly change.)

Description (Provide a brief but thorough description of your project, including overall dimensions. Attach a sketch or picture of a similar item.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I would like to start work on \_\_\_\_\_ and I plan to finish by \_\_\_\_\_ Total # days \_\_\_\_\_

To help the Board assess the impact of your project on Shop assets and ensure efficient use of machines, time, and space, please attach a copy of your:

"Build Plan" (Use LSP Build Plan template, or similar, to describe a step-by-step process of how you plan to create your project).

"Cut Plan" (step-by-step process to efficiently use shop machines to prepare the materials).

Furthermore, I:

Will use "off-peak" hours (before 9 AM or after 4 PM) to prepare my materials where possible.

Will work on and store my project so it does not block walkways or interfere with use of machines by other members.

Will NOT, if other members are present, use any machine for an excessive period of time.

## Bench space requirements

| Phase   | Bench Space Required |           | Est # days to complete |
|---|----------------------|-----------|------------------------|
|   | Working              | Overnight |                        |
| Setup (Initial staging of materials thru cutting) |                      |           |                        |
| Build   |                      |           |                        |
| Finishing   |                      |           |                        |

Other info that may help the Board understand your project and assess it's impact on other's use of the shop: For example, "to be built in phases w/ only materials for the working phase in the shop".

\_\_\_\_\_  
 \_\_\_\_\_

For the Board's use:

Approved     Disapproved    Date: \_\_\_\_\_    Comments:

\_\_\_\_\_  
 \_\_\_\_\_

