

# WOODSHOP RULES

WoodShop Rules Approved by the Board, 03/21/22

1. All persons using the shop facilities are required to adhere to all rules set forth for the safe and proper operation of the woodworking shop.
2. Members assume responsibility for their personal safety while in the shop. The Club, its members, and the Board have no responsibility for the proper operation of any tools, machines, etc. Nor are they responsible or liable for any injuries or other liabilities which may result from any member's actions while in the woodworking shop facilities.
3. Members must sign in upon entering and sign out before exiting the shop, noting their name and the appropriate time, in the provided logbook. The last member to leave the shop must ensure all vacuums, lights, and power machinery are turned off and that the doors are properly locked.
4. Guests. From time-to-time members may desire to have a guest accompany them into the Wood Shop, where "Guest" is defined as "A non-member friend or relative of a Wood Shop member". Generally, OTOW residents who could become members of the Wood Shop are not eligible to be guests.  
  
Guests must execute a Guest Agreement and are the responsibility of the member while in the Shop. Guests may not operate any tool or equipment in the Wood Shop.
5. All power, hand tools, and associated accessories are available for use by current members in the shop. Members are expected to be familiar with the tools and the related safety aspects of the items they use. If a member is not familiar with the operation of a particular item, they are responsible to obtain assistance, prior to using the tool, on how to properly use it.  
  
Members are expected to use tools in the manner for which they were designed. Overloading tools by use of excessive force, use of too small a tool or improper tool, or use of tools on inappropriate materials are unacceptable actions. The board will, when either observing, or being notified of, tool abuse, advise the member(s) involved as to how they should treat the tools and educate those members as to the limitations of tools and alternative methods or tools to be used to avoid abuse and damage.  
  
Generally, when a member damages a tool while using proper techniques, the shop will absorb the cost of the repairs. Damage to tools caused by use of improper technique will be reviewed for lessons to be learned or possible jig or accessory improvements. If a member has used an improper technique and did not seek guidance before using the tool, the board may ask the member to pay all or some part of the repair expenses. Repeated abuse will be cause for disciplinary action in accordance with the By-Laws. As an example, if a member causes the safety brake on the SawStop table saw to activate due to a basic error such as cutting material with metal in it or failing to test wet wood before attempting to saw it, the member will be expected to compensate the club for the cost of replacing the brake cartridge and saw blade.
6. Members may borrow Wood Shop hand tools and portable power tools for their personal use outside of the Wood Shop. The member must record their name, the name of the tool(s) borrowed, and the date borrowed in the appropriate logbook. Borrowed tools should be returned in less than a week. Borrowed tools may not be operated by non-Members outside the Shop premises. If needed for a longer period, the borrower must ask for permission to do so from the Board President or his designee. The date and time of return must also be noted in the log upon return of the tool(s).
7. Used wood that may have nails, screws, staples, etc. embedded should not be worked on the Wood Shop machines. Wood that is warped requires special techniques to work it on the machines to avoid personal injuries and damage to the machines. Only handheld sanders should be used to remove paint, varnishes, glue, or other finishes.
8. Materials worked on Wood Shop machines must be compatible with wood cutting and sanding tools. Members must not use materials incompatible with the tools within the Wood Shop.
9. Woodshop Utilization and Large Scale Projects  
  
Woodshop Utilization
  - a) Members must identify unfinished projects and materials stored in the shop with their name, phone number, and date. Projects and materials should be grouped and stored to cause minimal interference with the activities of other members. Only projects actively being worked on can be left in the shop for a limited time, typically, less than one week.
  - b) Projects, materials, or supplies that are not noted with a member's name, date, and phone number or left in the Wood Shop for more than one week without authorization may be declared as abandoned and removed.

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- c) Members must be aware that excessive use of equipment may adversely affect other member's use of that equipment. Such activities should be limited to the hours before 9 AM or after 4 PM
- d) Per the By-Laws, Article 5, Section 5, the Board may restrict a member's use of the facilities for failure to follow these practices or engaging in activities which the Board deems is "excessive use of Shop assets" or which otherwise adversely affects the ability of other member's use of the Shop.

### Large Scale Projects

As the Wood Shop does not have space for long-term storage of projects and materials, a member who intends to occupy more than ½ a bench top for more than 3 days must obtain prior approval to do so from the Board, using the procedure presented in this Large Scale Project (LSP) section.

1. Existing projects - When a member finds that their regular, in process, project, due to any circumstance, will exceed the above time and space criteria, they must -
  1. Immediately reduce their working space to ½ benchtop (or less)
  2. If they are unable to reduce their space, then they must immediately remove their materials from the shop until work is approved
  3. Fill out and submit a Large Scale Project Request form per process outlined in paragraph "c". Note that a member may continue to work on the project as long as they utilize no more than the ½ benchtop until their project is reviewed.
2. Planned large scale projects - Members should submit an LSP Request at least one month prior to their anticipated start date to allow for Board approval and member notice.
3. Approval process
  1. Member fills out "Large Scale Project Work Request", leaving it in the club drop-box or scanning and emailing to the club President
    - a. President conducts a review and approval process with the Board
    - a. The Board will follow-up with the member if any additional information is needed
    - b. The Board will endeavor to complete the review process within 7 days and respond with approval or rejection
    - c. If rejected, the member may re-submit the LSP as long as the rejection criteria has been addressed.
4. General Membership Notification
  1. Once an LSP is approved, the general membership will be notified as follows: Entry placed on the Wood Shop calendar; general membership notice sent out; and a notice placed in Woodshop
5. Project start
  1. The M-A-L contact will, prior to the project start date, assign and reserve bench space commensurate with the request.
  2. It is the responsibility of the member to adjust their work plan to the available space upon starting and during work on the project.
6. Monitoring On-Going Projects
  1. A Member-At-Large will be assigned as the LSP Board point of contact and will directly monitor the project at the shop and via the video system or on-site inspection.
7. Approved Projects that exceed Approved Project End Date
  1. When an LSP over-run becomes apparent, and prior to the end of the approved LSP period, the member may request, in writing, an extension from their M-A-L contact.
  2. The M-A-L may approve, in writing, the extension if they determine there are no other project conflicts
  3. If there are potential conflicts the M-A-L will present the request to the Board for approval.
  4. The Board may act in the following manner
    - (a) Approve the extension and inform the pending LSP that their project will be delayed
    - (b) Reject the extension and provide a project resume date, whereby the member must remove his project from the Wood Shop until the resume date.
8. Unapproved Projects
  1. If a member starts an LSP without prior approval, they will be required to immediately remove all project materials from the Woodshop and submit a request for an LSP.

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<p>10. Use of cleaning or finishing products employing aerosol methods within the wood shop is prohibited.</p>
<p>11. Some form of appropriate eye protection should always be worn in the shop. Glasses made for vision correction do not provide adequate eye protection. Safety goggles are available in the shop at the end of the tool bench near the entry door.</p> <p>A face shield must be worn when using a lathe. Face shields are available in the shop under the bench in the corner near the Nova Lathe.</p> <p>Goggles or a face shield must be worn when using a grinder or power wire wheels.</p> <p>Members should use appropriate cleaning agents to wipe clean and return any face shields or goggles when they are finished working for the day.</p>
<p>12. Each member must clean the work areas used by them before leaving the shop for the day. If a work area is, or will be, used by another member before the first member cleans it, the last member to use it must do the cleanup.</p> <p>If the member's work requires back and forth use of more than one work area, each area need not be cleaned immediately after each use unless the messy condition would interfere with use of the work area by another member or result in tracking the mess into other areas of the shop.</p> <p>If a member has a machine set up for a specific cutting operation, the machine should not be idle for more than 15 minutes unless there is a redundant machine available. The machine setup should be returned to its normal state at the completion of the operation.</p> <p>Members must not alter a machine set up by another member without attempting to determine who set it up and determine a course of action with that person.</p> <p>Members may be asked, from time-to-time, to participate in overall Shop cleaning efforts. Members who consistently refuse to participate will be in violation of the By-Laws, Article 5, Section 1, and subject to Shop use restrictions or membership termination.</p>
<p>13. Consumables.</p> <p>The Club provides sandpaper for drum, disk, and belt sanders, blades for table, band, and miter saws. The Club attempts to maintain an inventory of nail gun nails, but availability is not guaranteed. Also, the club attempts to maintain a supply of safety goggles, ear plugs, hand sanitizer, and hand towels but bringing your own is recommended.</p> <p>Members must provide other consumable items for their use. The Club will neither provide nor purchase items such as sandpaper for manual/portable sanders, glue, nails, screws, scroll saw blades, etc.</p>
<p>14. Space Allocation.</p> <p>The board must give prior approval for any of the following items that impact the woodshop -:</p> <ul style="list-style-type: none"><li>• Actions which alter the space allocation in the shop, including moving or adding machines and other equipment</li><li>• Actions that add any jigs, hand tools or supplies to the shop inventory</li></ul>
<p>15. Out of Service Equipment Discovery and Notification.</p> <p>When a member discovers a malfunction of a tool, machine, or equipment, they MUST:</p> <ol style="list-style-type: none"><li>1. Unplug the tool/machine if possible,</li><li>2. Place an out of service tag on the machine,</li><li>3. Write a note on the white board identifying the equipment and the issue,</li><li>4. If the issue requires immediate attention, notify a member of the Maintenance Committee or the Board using the contact information posted in the shop.</li><li>5. Members MUST NOT attempt to put a machine back into service without approval from a member of the Maintenance Committee.</li><li>6. When a machine that has no backup will be out of service for more than 3 days, the Maintenance Committee Chair shall dispatch a message to the membership via the group mailing list, informing them of the machine, reason for the outage, and estimated length of outage. Once the equipment is back in service, a notification email will also be dispatched.</li></ol>

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