

OTOW Wood Shop Rules
Effective July 1, 2026

These Rules have been created, per the By-Laws Article VII, Paragraph 1, to ensure the safe and proper operation of the Wood Shop. All persons entering the Wood Shop must comply with the rules set forth herein and the Board may consider disciplinary action against members who violate these rules.

1.	Member responsibilities. A. Conduct themselves in a manner that promotes an accommodating, friendly atmosphere between members. B. Sign-in when entering and sign-out when leaving the Shop. C. Be aware of their surroundings and counsel other members if they observe use of improper techniques that may cause injury or damage to Shop equipment. D. Take full responsibility for their safety while in the Shop. E. Wearing of proper attire, to include shoes that cover the entire foot and not wearing apparel that would possibly become entangled in equipment such as long hair, loose clothing, dangling jewelry or gloves. F. The last member to leave the shop must ensure that all vacuums, lights, and power machinery are turned off, and that the doors are properly locked.
2.	Guests. Members may have a guest accompany them in the Wood Shop. Any one person is limited to 4 visits per month. Guests must execute a Guest Agreement for each day they enter the shop and are the responsibility of the member while in the Shop. Guests may not operate any power tool or equipment in the Wood Shop
3.	Tool and Machine Use. Members must: A. Use Wood Shop machines and tools in a safe and controlled manner and for the purpose for which they were designed. B. Use the appropriate tool for the task being performed and be knowledgeable in the proper use of that tool. C. Ensure machines, tools, benches, and equipment are clean, clear of glue residue and serviceable upon return. D. Avoid damaging equipment by overloading or incorrectly operating tools. E. Return hand tools and supplies to their designated storage location when done. F. Restore machines to their “ready condition” when done.
4.	Glue usage. Members must ensure that all glue residue is removed from tools, clamps, equipment, benches, and floors at the conclusion of work.
5.	Tool damage. Damage to tools caused by use of improper techniques will be reviewed by the Board to determine consequences therefor. The Board may ask the member to pay all or some part of the repair expenses. For example, if a member causes the safety brake on the SawStop table saw to activate due to 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.	Borrowing Tools. A. Members may borrow Wood Shop hand tools and portable power tools, unless they are marked “Shop Only”, for their personal use outside of the Wood Shop. B. The member must record their name, the tool ID number, the name of the tool(s) borrowed, and the date borrowed in the tool sign-out log. C. Borrowed tools must be returned within 5 calendar days. D. Borrowed tools may not be operated by non-members outside the Shop premises. E. The date and time of return must also be noted in the log upon return of the tool(s).
7.	Use of used wood. Working with used wood requires the use of special techniques to avoid contact with embedded nails, screws, staples, etc.
8.	Finish removal. Only jointers, planers, and handheld sanders must be used to mechanically remove paint, varnishes, glue, or other finishes.
9.	Material cutting. Plastics and all species of wood that are free of bark, nails, screws, or other metallic objects may be cut on Shop equipment as long as they do not contain abrasive substances. Materials that contain abrasive substances MAY NOT be cut on Shop equipment.

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10.	Shop use. A. Members must be aware that excessive use of equipment and work space may adversely affect other member's ability to use the Shop. B. Projects occupying more than half a bench top must not be left unattended. C. Reasonable consolidation of any unattended items should always be done so that a minimum of space is used. D. Between the hours of 9 AM and 4 PM, materials may not be left unattended for more than 3 consecutive hours. E. Between 4 PM and 9 AM, in-process project materials (not including glue ups) may be left only on the bench opposite the kiosk. If there is no room available on this bench, materials cannot be left in the shop. F. "Glue ups" may be left only on the center bench, or the bench opposite the kiosk as a second choice. If there is no room available on these benches, the glue up must be removed from the shop. G. Sheets of material may only be stored, standing on end, leaning against the dust collector enclosure and for no more than 24 hours.
11.	Large-Scale Projects. A planned project that may occupy more than 1/3 of the length of a bench top for a week or more is considered a Large-Scale Project. Members embarking on such a project must obtain prior approval from the Board to do so, using the Large-Scale Project (LSP) Policy. When a member finds that their regular, in process, project, due to any circumstance, will exceed the above space criteria, they must: A. Immediately reduce their working space to 1/3 of the length of a benchtop (or less). B. If they are unable to reduce their space, then they must immediately remove their materials from the shop until further work is approved. C. Fill out and submit a Large-Scale Project Request form per the LSP Policy. Note: A member may continue to work on the project as long as they utilize no more than 1/3 of the length of a benchtop until their project is approved.
12.	Use of finishing products. The use of aerosols, such as spray paints or finishes, or other volatile materials within the wood shop is prohibited, unless used for equipment maintenance. Working on any material that emits noxious odors, e.g., acrylics or bone, must be done at off-peak hours.
13.	Use of Safety Glasses. A. Some form of appropriate eye protection conforming to, and marked as, ANSI Z87.1, including side shields, must always be worn in the shop. B. Members who wear vision correction glasses must use safety glasses that meet the standard or use a conforming, over-glass safety glass. Safety glasses are available in the shop for members' use while working in the shop. C. A face shield must be worn when using a lathe. Face shields are available in the shop. D. Face shields or safety glasses should be cleaned with an appropriate cleaning agents at the conclusion of use.
14.	Area Cleanup. A. Each member must clean the machine(s) or benchtop area(s) 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. B. If the member's work requires back and forth use of more than one machine or bench top, each need not be cleaned immediately after each use unless the condition would interfere with use of the work area by another member or result in tracking a mess into other areas of the shop.
15.	Machine Setup. A. If a member has a machine set up for a specific operation, the machine should not be left idle for more than 15 minutes unless there is a redundant machine available. B. The machine setup should be returned to its normal state at the completion of the operation. C. 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.
16.	Consumables. Members must provide all materials including wood and consumables such as scroll saw blades, sandpaper for hand sanders, glue, fasteners and hardware for their use.

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17.	Out of Service Equipment Discovery and Notification. When a member discovers a malfunction of a tool, machine, or equipment, they MUST: A. Unplug the tool / machine if possible, B. Place an “Out of Order” tag on the machine. C. Write a note on the white board identifying the equipment, the issue, member’s name, and date. D. If an issue requires immediate attention, a member of the Board should be contacted. E. Members MUST NOT attempt to repair or put a machine back into service without approval from a member of the Maintenance Committee.
18.	Donations. Members who want to donate items such as jigs, hand tools, or supplies to be incorporated into the Shop inventory must coordinate with, and obtain approval from, the Bequests and Donations Committee before the items are presented to the Shop.