



## Shop Policies and Procedures

**1. Personal Protection** - Anyone entering any shop area must wear safety glasses at all times when work is taking place. Hearing protection should be used when it is required as a specific machine safety rule, or when personal comfort dictates.

Close toed shoes are required in all shops at all times.

**2. Project & Material Storage** - If a member needs to leave a project or materials in the shop beyond their initial work time, notification must be made to TVW at the front desk. The duration and location of the storage will depend on shop circumstance and the objects in questions. Making arrangements prior to the time of storage is necessary. Check in with the front desk to get a slip to identify your project or materials. Please leave your name, phone number and when you plan to return to work on it. A staff member will assist you in finding a place to put your project.

\_\_\_ **CARTS are for transporting ONLY, not for storage.** If you plan to store a project here and there is not an optimal place available please ask a staff member for assistance in finding an appropriate spot.

\_\_\_ Due to the nature of a community space it is sometimes necessary for us to move your project.

\_\_\_ The Village Workshop is not responsible for any damage or loss or movement of your project.

**3. Clean Up** - Upon finishing work in the shops, please be sure to clean up after yourself. Remove your tools, materials and any debris in the area. Shop vacs, brooms and dust pans are available in each shop. If the shop vac or the trash is full please let the front desk know. Most importantly, please notify TVW staff if immediately you feel that any of the equipment is backed up or needs maintenance.

**4. Consumables** - TVW will equip machines with sanding belts and disks, bandsaw and circular saw blades. Members will have to provide other tools, such as: router bits, drill bits, end mills. Hand tools and power hand tools can be brought in if they are in safe working order. Members may check out lathe tools after taking the wood lathe class and other specialty wood tools after they have been cleared by a shop manager for use. There are also basic machine shop tools available for check out, ask a shop manager for details.

As for welding equipment, TVW will provide standard MIG wire, welding gas, and plasma torch consumables. Members may check out welding helmets, but will be responsible for their cost if they are damaged beyond repair.

**Tungsten may be purchased at the front desk for \$5.00 each**

**4. Guests in the shop** - Each member is allowed to have **one guest** at a time. The guest may help, but may not operate equipment. Guests must be checked in at the front desk and sign a waiver.

**5. Broken Tools and Equipment** - If a member breaks a tool or machine in any way, operable or not, they must immediately report the damage to staff. TVW does not hold members accountable for the cost of equipment repair, however we always appreciate when a member takes it upon themselves to help cover some or all of the cost of the damage. This is especially true in cases where the damage could have been prevented through the use of proper procedures and methods.

**6. Reservations** - If you have a reservation and you are more than 15 minutes late, The Village Workshop reserves the right to give your reservation to another member. If you are a no call/ no show for a reservation three times you will incur charges. Reservations for the Laser Engraver can not be made for longer than two hours in one day and the Auto Lift for no longer than one full day.

**7. Auto Lift Policy** - We strongly recommend a reservation for all auto related projects. You can check availability or make a reservation by contacting the front desk at (248) 667 7157

- Reservations for the auto lift and the surrounding area is limited to one day.
- As a contingency, if extra time is required there will be a \$50 per day charge.
- Vehicles, car parts and tools must be removed from the lift area when your reservation time is over.
- Vehicles are NOT allowed to be left in the shop or parking lot overnight.
- Welding is NOT permitted under vehicles at any time.

Since The Village Workshop is community space it is imperative that we work together to communicate and educate others on proper shop etiquette to ensure the safety and pleasure of working in this great space.

TVW reserves the right to revoke shop or tool use and require retraining if a particular member is continually damaging tools through inappropriate use or negligence or leaving messes for others to clean up.

\_\_\_\_\_ I have read and understand The Village Workshop policies and procedures.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Member name printed \_\_\_\_\_