

Appleton Makerspace

General Rules and Guidelines:

1. Communicate

- a) Be a part of the the Slack Group! Join the channels for areas that interest you.
- b) Get phone numbers of people you know at the space to call in case of need.
- c) It happens often, but don't expect instant responses from anyone on Slack or by phone.

2. Keep things working

- a) If you break it, fix it. If you can't fix it, call someone who can. (Slack channel for the work area)
- b) Make small donations to help cover wear items. For example, if you cut a few hundred boards on the miter saw, make a donation to help cover the expense of a new blade. Donations can be made in a donation basket as IOUs* or in cash.
- c) Pay for consumables you use. If you use a bunch of screws and some pieces of wood, look for prices and pay in the appropriate bucket. If there is no price, pay what you think it's worth. This money goes to buy more consumables so you don't have to drive out to get everything all the time.
- d) If you use it, take care of it. Things break through normal use. Things also break from abuse. When you know you abused a tool, take responsibility. In both cases, tell someone if you need help fixing it.

3. Keep things nice

- a) Reset your work areas when you are done with them. This means all tools put back, nothing left on the floor or table surfaces, floors swept, and tables wiped clean. This is the default state of all areas, keeping them ready to use by anyone.
- b) If you make a mess, clean it up. If you see a mess someone else left, clean it up. If you are unsure where to put the things that were left out, post to the Slack channel asking. If cleaning up after others becomes a recurring issue, talk with an officer to help resolve it.

4. Always act with safety in mind

- a) If you don't know how to operate it, ask for help (another great use of Slack!).
- b) If something is not safe to use, report it on the Slack channel and put a note on the thing preventing others from using it until it can be made safe.

**IOUs give the treasurer permission to charge the payment source you have on file for that amount*

5. Respect the time and possessions of others

- a) Working together is one of the benefits of this community. But remember that none of us are paid to do any work for the space, or for you.
- b) Be courteous and respectful of the time of other members when asking if they can help you. But please DO ask for help when you need it.
- c) Clean up any area you worked in so that others don't have to do it for you.
- d) Many tools around the space belong to individual members, not the space. They should be labeled if not for general use, but if in doubt, ask someone if it's ok to use.

6. Contribute more than just your membership dues

- a) The monthly dues are the core of our budget. But after rent and utilities, they are no where near enough to pay for anyone to do work at the space.
- b) Please clean up your area, and then a little more. Maybe clean the bathroom. Maybe sweep a big area. Contribute by working on whatever you see that needs improvement.
- c) If you have tools or materials you would like to share at the space, check the donation section of the website for a list of things we are accepting. If something is not on that list, ask an officer if we would want the donation, and where to put it.
- d) Occasionally members team up to donate funds to purchase big ticket items like the table saw, or the plasma cutter. If you have some expensive tool you would like to see at the space, see if you can gather enough funding with other members to purchase it as a group for the space.
- e) Some of the tools we have at the space were donated by local corporations thanks to the work of members communicating with them and asking for specific things. If you have any connections with a corporation that might offer valuable donations, leverage that.

7. Tell everyone about the Makerspace

- a) Word of mouth is one of the best ways we get new members. Tell your friends and coworkers about the space. Bring people to the space to tour it.
- b) Show off your projects or anything you find interesting about the space on social networks.
- c) Contribute to the appletonmakerspace.org blog with information about your projects and share links to the posts.

8. Participate in group projects and events

- a) If you have a project that is too big to reasonably get done yourself, find out if others want to join you.
- b) If you have some expertise, or just want to contribute, join the projects others are planning or working on.
- c) If you see someone who looks like they could use some help, offer.

Onboarding Checklist

- Reviewed the General Rules completely and answered any questions
- Showed the member the posted rules for each of the following
 - Wood Shop
 - Metal Shop
 - Laser Cutter
 - 3d Printer
 - Electronics Bench
- Showed the member the cleaning checklist(s)
- Explained “My Office”
- Got the new member signed up to the Slack and phone app, if interested
- Ensured the Treasurer has the new member info form
- Reviewed the “Last one leaving” checklist on the door
 - Show locations of light switches and fan dials
 - Show locations of thermostats and the “Run Program” button
 - Reminded to Pull the locked door from outside to verify it locked
- Handed a copy of the following to the member
 - General Rules
 - Safety Waiver
- Took notes on questions from the member to improve the Onboarding Process
- Sent those notes to the President for review, by photo, email, or in person with this paper

Notes:

The Rules of Stuff

- 1) Nothing may be brought into the space and left except the following:
 - a) Personal items that must be stored in the member's allotted shelf and space
 - b) Donations to the Makerspace that are on the current website list of items we seek
 - c) Highly usable materials such as wood or metal that meet all of the requirements for donation to the respective area (See postings in those areas for details)
- 2) Projects may be left on working surfaces while not being worked on only under the following circumstances:
 - a) The member is gone to get food, or materials to continue work and plans to be back in less than 2 hours
 - b) The member has written permission from the area chief, or the president to leave the project out on the given work surface for up to 14 days. Written permission can be in the form of email if no one can be reached in person. In any case, the project should be labeled with the owner's name
- 3) Personal food and drink can be brought in and stored in the Fridge, Freezer, or inside of cabinets, following these rules
 - a) All food must be in a sealed container or covered well
 - b) All personal food items must have the name of the member, and the date they were put in there, or they are subject to being thrown away at any time by any other member when cleaning
 - c) If something is left in the fridge for over a week, or the freezer for over 3 months, it may go to the trash during cleaning. This includes the container if the food is rotten and too disgusting to remove on disposal
 - d) If food is shelf stable and kept in a cabinet, it still must have the member name and date on it, or be in a bin with that info. If the date is over a year, it may be disposed of by another member. Members can occasionally renew the date on things to keep them from hitting the year mark
 - e) Use masking tape and a marker to label food if needed

Reasons we need rules for stuff:

- 1) It's nice to know if it's ok to use something, or if it belongs to someone else.
- 2) Organizing stuff takes work from someone. And none of us are paid. So that work isn't easily motivated, and therefore often not done.
- 3) When we have more stuff than we can organize, our space gets disorganized. Disorganized areas make it hard to find things, and hard to clean around them.
- 4) Even throwing away things takes work, and sometimes money. Avoiding bringing those things in avoids the work of disposing of them.
- 5) In a community where many members have never even met many of the other members, communication is hard. It's very important avoid confusion so that this difficult communication isn't a barrier to using the resources.
- 6) Different people have different minimum standards of organization and cleanliness. But almost everyone enjoys a place being neat and clean more than disorganized and dirty. Keeping the space organized and clean to a high standard is of benefit to all members and makes a larger number of us feel welcome and productive.

Cleaning and Maintaining

Community Shared Resources

Some areas must be maintained to remain clean and organized, but they aren't tied to member projects directly. So it is the shared responsibility of all members to clean up areas after use and then clean a little more to help maintain the shared areas.

The Bathroom

1. Follow the checklist on the bathroom door when cleaning the bathroom
2. Use the Slack channel to report any lack of supplies to the person listed on the sheet
3. Cleaning supplies are available on the shelf in the bathroom
4. Don't put anything solid, or large amounts of coffee grounds or paint down the sink
5. Don't put anything that doesn't dissolve in the toilet. Toilet paper is the only paper that goes there. Paper towels and any other paper or fiber products that might be tempting to flush may actually clog the drain pipe and cause backups
6. Wipe off the sink and toilet if they look dirty in between scheduled cleanings

The Kitchen

1. Follow the checklist on the fridge door when cleaning the kitchen
2. Don't leave anything on countertops
3. Wipe down the countertops after using them if needed
4. Clean any knives or pizza cutters etc, immediately after use and put them back in the drawer
5. Cover things in the microwave, and clean the microwave if you get it dirty. See the sign near the microwave for cleaning instructions
6. Make sure the fridge and freezer doors are closed all the way when using them
7. Don't store any personal food in the fridge without it being in it's own container. And don't leave it there to rot

All Floors and Work Surfaces

1. Nothing should be left by any member on any floor space, or any table or counter surface, when not working on it, with the exception of the conditions listed above in the "Keep things nice" section of the General Rules.
2. If surfaces or floors do have stuff on them that breaks the rules, feel free to move all of it to the "Quarantine" area in the hack rack section.
3. Surfaces should be wiped down with a damp rag, and cleaner if needed according to the schedule posted on the bathroom door.

Walls and Ceilings

1. If you splash a jug of filthy water from cooling tools while sharpening on a freshly painted wall in the wood shop, or spray a can of exploding soda on the ceiling, use a clean wet rag to wipe it up.
2. If you damage a wall or ceiling hitting it with something, fix it appropriately or send a note about it to the president or area chief
3. If you would like to contribute to painting areas that still need it, ask an officer or area chief how you can help, and what paints and tools to use.