

**Guild Shop Usage**  
**Frequently Asked Questions**  
**Version 3.3**  
**Jan 16, 2019**

**Shop Usage Cards**

- Q) I've paid for my usage card but have not had a chance to get my Green card yet. I'd like to initially just use the shop for some simple projects where I bring all my own tools.
- A) To enable members who want to do as you say, we instituted a new option to enable people to use a subset of the machines in the shop. You can get a White card with tool certifications stickers for using specific machines. To obtain a tool certification sticker you can take a Tools Skills class for those machines. Also remember that included with your general membership, you have free use of the Bench room and all of the hand tools during open shop time.

**Shop Usage**

- Q) How much lead time do I need to sign up for shop time?
- A) *Generally, 48 hours to make sure there will be a shop attendant on duty. If you want to sign up with less than 48 hours' notice, you can check to see if the shop is being used and if space is available. If so, please contact the Shop Attendant by email or phone to confirm that there is available space.*
- Q) Can I bring a friend/spouse/child/neighbor with me to help?
- A) *Shop usage requirements are (1) Guild Membership and (2) a shop Green card or a White card with tool group certification stickers" so in general, the answer will be no.*
- Q) I cannot get to the shop at the predefined times (9:00, 1:00, 5:00). Can I start my 2-hour or 4-hour slot at a different time?
- A) *If you plan to be later than 45 minutes after the start of the Open Shop session, you will need to make arrangements with that Shop Attendant on duty to prevent closure of the session. In addition, if your use of the shop spans over these 4-hour slots, make sure there is a shop attendant available for the second shift. For example, if you come in at noon for two hours, there is a possibility that the 1:00 shift will not be open, and you would have to leave. Officially your card should be punched for two shifts.*
- Q) Can I leave my project at the shop overnight in order to finish the next day?
- A) *Yes – you can now rent space in the Annex a month at a time for very reasonable rates. Check the website for payment options.*
- Q) Do I need to bring my own safety equipment such as safety glasses, hearing protection, push sticks etc.?
- A) *Yes, you should bring all your own personal safety equipment but if you forget, additional glasses and hearing protection will be available for purchase. Each piece of shop machinery will have safety items appropriate for that piece of equipment such as push sticks and other items.*

- Q) How about router bits, dado blades, sanding belts/paper/pads and items for the other machines?
- A) *The Guild will continue to add to our asset inventory but for now, we just have the basics for each machine. We will try to provide most of the standard router bits but if you need a specialty bit, you will need to bring it. We have a nice Dado set and a variety of saw blades for the table saws. You should check ahead of time with the Shop Attendant to see if what you need is available. The general rule for consumables is you will need to bring what you need with you. The Guild will provide sanding belts for the large sanding machines, but you should bring your own sanding supplies for hand sanders.*
- Q) How about screws, glues, nails, sandpaper and other consumable items for my project?
- A) *You will be responsible for your own consumables. In the future we hope to have a small general store where you can purchase small amounts of consumables such as glues, sand paper, screws etc.*

### **Painting and Staining**

- Q) Can I finish my project at the shop?
- A) *The shop does not have a paint booth for spraying, nor does it have any way to control dust. So, in general, the shop is not a good place for finishing work. See next question.*
- Q) Can I stain or oil my project. I like to put a finish on before I assemble my project.
- A) *Yes, as long as you bring paper to protect the assembly benches and rags to clean up afterwards. It is your responsibility to leave your area clean for the next user. Also, you must properly dispose of oiled rags and paper towels at home as they are a fire danger. Remember to also bring a mask to protect yourself from sanding and finishing fumes.*