

Shop User Protocols and Guidelines

Shop User Protocols

Shop Attendants are always on duty when the shop is open. Their main responsibility is to keep the shop safe by monitoring the use of the equipment. They are available for consultation, help with machine usage and answering questions. Below are general guidelines when using the shop.

1. Good Neighbor Courtesies

The shop is located in a residential neighborhood so it is important that we maintain good relations with all around us. That means careful driving, keeping the area clean, avoiding unnecessary noise and parking properly.

2. Parking

The parking lot at the Guild building is small and is shared with other tenants. Therefore, the 6 parking spaces next to the building, and the 2 in front of the annex are the only parking spaces available to members (*see diagram posted in the Bench Room*). Other parking options are;

- Street parking along 34th
- Multnomah Art Center
- Dental building across from Starbucks is available **AFTER 5PM**

Bench Room Guidelines

The bench room will be open whenever the Machine Shop is open for member usage.

Requirements for Bench Room Use

- Be a current member (dues paid in full)
- Attend the Shop Orientation Class
- Have a signed liability release on file

Guideline for Using the Bench Room

- Bench room users can be a drop-in but members are advised to check the shop schedule and sign up as a bench room user (new category). If they see the shop is busy, they need to understand bench space may be limited.
- Bench Room space is limited and priority is given to those using their paid shop card
- Power tools are limited to the Guild's cordless drills only. No other power tools are allowed even if members bring their own (sanders, jig saws, etc.). Hand saws, planes, chisels are available for other activities.
- Please do not loiter in the machine room other than to use the restroom
- The SA can help and work with the bench room user but all need to understand the SA's primary responsibility is to monitor the machine room users.
- During Project Build, Toy Team, Community Service times and scheduled for classes, the bench room is NOT available for use.

- The assembly bench in the machine room is not available for general ***use unless approved by the SA.***
- Bench room closes when the machine shop closes. The SA does not need to keep the shop open for a bench room user.
- Drinks are allowed in the Bench room.
- Members should not leave materials in the shop after they leave. They can rent annex space if storage is required for their projects.
- Do not leave clamps or other Guild tools tied up when not in the shop.
- Painting and Spray Finishes are not allowed

Machine Shop Guidelines

The Machine shop can be scheduled by members. See [Shop Schedule](#)

Requirements for Using the Machine Shop

- Be a current member (dues paid in full)
- Have a signed liability release on file
- Possess a certification to use the machines. The process to get certified is detailed in [Education pages](#)

Guideline for Using the Machine Shop

- If there is a class scheduled, the Machine Shop is not open.
- Use the dust collector or the best available practices to minimize dust when using power equipment.
- Usage of a specific shop resource may need to be negotiated if one member's project requires lengthy access. The SA can assist in coordinating equitable shared use.
- Pick up scrap wood during Shop usage and place it in designated locations.
- Clean up the collected dust on machines when completing your work on that machine, leaving it clean for the next user.
- Put away tools and supplies as soon as you are done using them.
- Leave the restroom clean and pleasant for the next user. That includes replacing supplies that may have run out.
- Members should not leave materials in the shop after they leave. They can rent annex space if storage is required for their projects.
- Do not leave clamps or other Guild tools tied up when not in the shop.
- Utilize Personal Protective Equipment appropriately.
- Drinks and food are **not allowed** in the Machine shop
- Painting and Spray Finishes are not allowed