

Shell Point Residents Woodshop

Operating Procedures (DRAFT)

- The Woodshop maintains a stock of lumber and plywood. These items are sold to members at cost plus a small additional fee to mitigate the cost of certain expendables associated with their use. In the case of lumber, members must purchase an entire board regardless of length. Any portion of a board remaining after use in a project (2 feet minimum) may be offered for sale by the member. In the case of plywood, portions of a sheet may be purchased in minimum increments of 2 feet by 4 feet.
- The Woodshop provides an initial set of PPE (safety glasses, ear plugs and dust mask) to residents as they become members by payment of annual dues. Replacement of these items is the responsibility of the member and may be available for purchase at cost.
- Standard wood glues (Titebond II and III) are provided by the Woodshop. All other adhesives such as CA glue, epoxy, etc. are the responsibility of the members to provide for their own personal use.
- Sanding sheets and discs are not provided by the Woodshop but are available for purchase at cost. Sanding discs compatible with the shop's portable sanders are available in packets of assorted grits.
- The Woodshop hardware room contains an eclectic assortment of items that may be useful to members in completing projects. These items have generally been donated over the years and the Woodshop does not account for their use nor guarantee their availability. Members are encouraged to donate any excess of useful items in their possession for use by others.
- Assembly tables are provided for projects too large to be assembled on work benches and for **one at a time** projects by members not assigned a work bench. Assembly tables may not be used by members as a permanent expansion of personal work bench space.
- **Nonmembers desiring to use shop tools and/or machinery must first sign a Waiver of Liability in the presence of the Shop Coordinator. After completion of the waiver process, nonmembers may only use shop tools or machinery under the direct supervision of the Shop Coordinator.**
- Members may borrow portable hand tools for a maximum of 24 hours. Borrowed tools must be signed in and out with a telephone number provided. There must at least one of the type of tool borrowed remaining for general shop use. Any deviation from these procedures must be approved by the Shop Coordinator. **Members may borrow tools for use by nonmembers outside of the Woodshop. In this event, the member is responsible for the return of the tool within 24 hours.**
- Members may request purchases of shop tools or materials. Requests at a cost not more than \$200 may be presented to the Shop Coordinator who, at his discretion, will complete the purchase. Members making such purchases independently will not be reimbursed. Purchase requests exceeding \$200 must be approved by the Executive Council.
- All machines, tools and adjacent areas must be cleaned immediately after each use. **A general shop cleanup is scheduled monthly on the first Monday of the month. All members are expected to participate.**

- Power cords must be disconnected on all machines when changing configuration (bits, blades, cutters, speeds, etc.) or when performing maintenance or repair.
- The last person leaving the Woodshop is responsible for checking that no machines are left running, turning the lights off and locking the doors.

9/18/2023