

MAKER WORKS



All-Hours Membership Handbook

(Applies to All-Hours, licensees, and FIRST robotics mentors)

Version 1.0, November 24, 2014

Welcome to All-Hours Membership!

We're glad we can offer the extended hours and opportunities of All-Hours membership at Maker Works. This handbook documents the rights and responsibilities that come with this membership level. You should also have a copy of the latest Membership Handbook, which this augments but does not replace.

All-hours membership is currently being offered as an experiment. Your help is appreciated in keeping the all-hours experience safe and sustainable, so we can continue to offer this membership level.

Minimum requirements for all-hours membership:

- have at least 3 months of paid membership in the past 6 months
- have no safety or operation issues in the past 6 months
- be at least 18 years of age
- have taken at least 2 checkout classes
- sign section 4 of the Maker Works Membership Agreement

Important points found in section 4 are:

- you must go through the Closing SOP checkout class
- **you must go through the entire Closing SOP checklist when you are the last person to leave**
- use of equipment is subject to the same limits as during regular hours--for example, no production, and limits on reservations
- auto-renews until you give us a written request

There are a limited number of all-hours memberships offered. If more applications are received than there are spots available, new openings will be offered to people in the order they applied. Please respond within 3 business days if notified of an opening to secure your membership. If you decline the offer or do not respond, you will be moved to the end of the queue.

Maker Works reserves the right to not offer an all-hours membership if we do not have enough experience with a member to be confident in their safe operation in the shop without staff present. We also reserve the right to withdraw all-hours membership for reasons outlined in section 4 of the agreement.

Miscellaneous After-Hours Policies and Answers

- Honor bar: Feel free to use.
- Front Desk: Please do not go behind the front desk except with the permission of a staff member.
- Kitchen: Please use. Please also clean up after yourself. No dishes in the sink.
- Dust Collection: If you expect to use the dust collector extensively, please contact a staff person for instruction on emptying the dust collection barrel.
- Electrical Breakers: Please contact a staff or owner before resetting an electrical breaker.
- Loss of Power: The alarm system should function even with power out. If the power remains off and you leave, shut down equipment and, as much as possible, lighting. Notify staff by email.
- Tool Reservations: Use the after-hours tool reservation calendar: <http://www.supersaas.com/schedule/makerworks/AfterHoursAccess> (If you do not have access to this calendar, email Tom.) This helps us track usage, and makes it clear to other after-hours members when a machine is available. After-hours access is not a license to exclusive use of a machine. Follow the normal procedure for extending the use of a tool after your reservation ends, found in the Member Handbook:
 - If you have used up your 2 hours on a machine, you may make additional 30 minute reservations no more than 5 minutes before the start of the next available slot. This is intended to provide equitable access to the machines.
 - After-hours members may reserve 2 hours per machine per day during after-hours in addition to up to 2 hours during normal hours.
 - If you need a longer reservation, or consistent blocks of time on a machine, please consult with our staff.
- Ethernet/Internet: Please do not make changes or reset any network infrastructure without permission from staff. If possible, notify staff of any problems.
- Membership office (the office by the front door): Please do not go into the membership office except with the permission of a staff member.
- Consumables: (Temporary policy) Shop-supplied consumables may not be available after hours--please plan accordingly. This includes welding gas.
- Welding gas: Please do not change tanks without staff permission and training. High pressure tanks are dangerous if not handled properly.
- Retail: (Temporary policy) Retail items (e.g., vinyl, retail tooling) may not be available after hours--please plan accordingly.
- Answering phone: Please do not answer the Maker Works phone. Only staff should answer it.
- Answering the door: You are not required to answer the door after hours. No one should be admitted after hours that does not have a key--and because they have a key,

they will be able to let themselves in. (The exception are licensees who may have guests after hours, though not in the shop areas.)

- Air Compressor: You may turn on the air compressor if needed. (Turn switch to “auto”.) This is required for using the laser, the Bridgeport mill, the plasma cutter, the Tormach CNC mill, the nail gun for the ShopBot, and any other air tools or air-powered lubrication systems. Turn it off when done (this is part of the closing SOP).
- DVR: Only staff may touch the digital video recording system.
- Conference Room: Should be reserved via staff before use. You may use the overhead projector. Leave room in clean condition.
- Deliveries: You are not required to sign for any packages (e.g., UPS, FedEx).
- Loss of Keys: Notify Maker Works as soon as possible if you lose any of your Maker Works keys.
- Use of Alarm Codes: You may only use the alarm code assigned to you. Alarm codes are issued to specific people, never to groups. Never let anyone else use your alarm code.
- Use of Key: Keys may not be shared, and are only issued to people, not groups.

(The agreement below is here for your reference. We will provide you with a separate copy to sign.)

All-Hours Membership Agreement

Note: Maker Works Membership Agreement sections 1-3 must also be filled out, and apply to all-hours members except as noted in section 4.

Section 4: All-Hours Membership Provisions

1. Existing Provisions All provisions and definitions of previous sections of Maker Works Membership Agreements apply to all-hours membership except as modified below.
2. Additional Definitions "Off-hours" are hours other than the normal business hours staffed by Maker Works, and includes holidays or other times when staff is not officially present. "Access means" are keys, alarm codes, key cards, and/or other means of access to Maker Works. "Licensee" is a license holder at Maker Works in good standing. "All-hours members" are members in good standing of Maker Works with all-hours membership.
3. Guests No guests of all-hours members are permitted in Maker Works during off-hours without written approval by staff. Approved guests must not operate any tools, and must fill out and sign appropriate sections of the Maker Works Membership Agreements. Licensees may have business guests in the common room, conference room, and their office without prior approval.
4. Reservations Tool use during regular and off-hours are subject to reservation policies described in the membership handbook. Access to tools during off-hours is subject to prior reservations and, further, is not guaranteed.
5. Prerequisites Maker Works may establish requirements for a person to be considered for all-hours membership. Such requirements may include having been a paid member for a specific time, and having passed a specific number of checkout classes. All-hours members must be at least 18 years old.
6. Availability All-hours memberships may be limited in number. (Licensees may be offered a specific number of slots not subject to a wait list.) Maker Works makes no representation that all-hours membership will be available at any given time now or in the future, nor that a specific limit will be maintained.
7. Renewal All-hours membership may, at Maker Works' option, be auto-renewed on a month by month basis. If cancelled or lapsed, re-establishment of an all-hours membership will be subject to the same selection mechanisms as an initial application. There will be a 3-day grace period after the end of a lapsed all-hours membership during which time an all-hours membership can be renewed.

8. Access All-hours members will be provided with access means. These access means may not be shared, and must be carried on their person for an all-hours member (or licensee who is not necessarily an all-hours member) to be in Maker Works during off-hours. Access means must be returned at the end of all-hours membership. Member may not provide entry during off-hours to Maker Works to anyone.
9. Execution of Opening/Closing SOPs Member will be responsible for fully executing the Opening and/or Closing SOPs when the first or last person in Maker Works. As part of the SOP, member will have the responsibility of establishing, when leaving, that anyone left in Maker Works has access means, and of cooperating when asked for their access means. The member is responsible for scheduling an Opening/Closing SOP checkout class with a staff person, which is required before access means will be issued.
10. Hours Maker Works reserves the right to limit access to the facility in whole or part for special events or other activities, advance notice being posted and/or emailed.
11. Absence of Staff An all-hours member acknowledges that the absence of staff may increase the risks associated with being and working in Maker Works. Members are strongly advised against operating dangerous machinery alone. Staff and others that are present during off-hours may not be able to offer service necessary for safe operation of equipment, nor to perform maintenance or repair on equipment, thus limiting the ability of all-hours members to use the equipment.
12. Use of Equipment Member will not make adjustments, repairs, or use the equipment in a manner other than generally acceptable during normal business hours, except with written authorization from staff. As during normal hours, all-hours members may not use any equipment they are not authorized to use, nor use equipment for production without staff approval. To use hand power tools, whether owned by members or Maker Works, members must take a hand power tool checkout class.
13. Injuries Member will immediately report any injuries to a staff person or owner.
14. Damage to Equipment Member will immediately report any damage or functional issue to staff, and flag any such equipment to prevent further damage or injury.
15. Cleaning Member will leave the equipment and surroundings in approximately the same condition or better than when they started.
16. Revocation Failure to follow any provision will be grounds to revoke all-hours membership and/or regular membership. Maker Works reserves the right to revoke the all-hours membership of any member for any reason, including those related to being a danger to oneself, a danger to others, inappropriate or unauthorized use of equipment, not cleaning up after oneself, or interfering with the ability of others to reasonably utilize the space.

17. Discontinuation by Maker Works Maker Works reserves the right to discontinue the all-hours membership or to modify the terms at any time with notification to the member. Such notification may be emailed to the address provided below. Prorated membership fees will be returned to the member.
18. Cooperation Member will cooperate with other all-hours member to provide equitable access to equipment and other resources, subject to appropriate use of the tool reservation system.
19. CHANGE OF TERMS MAKER WORKS reserves the right to amend any other term or provision of this agreement from time to time, with such amendment becoming effective upon notice to the members.

I understand and agree to the terms and conditions of this SECTION 4.

Signature of Member

Date

Printed Name of Member

Email address for notifications

SIGN AND RETURN THIS WHEN YOUR APPLICATION HAS BEEN APPROVED

(Current as of 12/16/2014)

Maker Works Access Policy and Closing SOP

In order to provide the space, tools, and other resources at Maker Works, it is important that the space be left in a safe, secure state when no one is here. Maker Works values providing before- and after-hours access to our licensees and other authorized users, but in exchange we require you to follow our access and lock-up procedures and principles.

Access Principles

- When no one is at Maker Works, the place is always secure and the alarm set.
- Contact Tom or Dale immediately if the safety or security of Maker Works is in question.
- **Anyone who leaves after hours is responsible for making sure that there is at least one keyholder in the shop, or, if they are the last person, for executing the full Closing SOP Checklist.**
 - If a keyholder is still in the shop, please shut down tools you've been using, lock doors, etc., so that the last person's check is just verifying that everything is set.
 - If no one else has come in from the time the alarm was disarmed to when you leave, you can just check the doors and areas that you used and do a quick check to verify no one is there.
- Only people with "access means" may open or close Maker Works and do the Closing SOP Checklist. At the moment, "access means" is a physical key to the building and a valid alarm code. People with "access means" will be called "keyholders".
- Licensees are exclusively responsible for making sure their office lights are off and windows and doors are locked when they are not occupied.
- Doors will be locked during non-business hours unless a keyholder is monitoring the door.
- Only keyholders or licensees may be in Maker Works during non-business hours unless otherwise agreed.
- Do not let anyone into the building after hours. If they are keyholders, they can open the door themselves.

Because we grant after-hours access to a large number of people, it is crucial we have systems for making sure Maker Works is secure at night. This is a large place, with many things to check. That is why we require the Closing SOP checklist to be used. Without it, it is too easy to overlook something important. **Except in limited circumstances (a staff member will explicitly tell you), we require that you do the entire Closing checklist even if it was already done by a staff member, since we have no way of knowing what areas you or other people may have used.**

Using the Closing SOP Checklist

Before Maker Works is locked up for the night, all the items on the checklist must be checked off. Each person will use a separate column to check off items. (Use a second sheet if needed, though this should be rare.) Note that if anyone is left after the last staff person, nearly all items will be checked twice or more.

- **Staff** will go through the entire list when leaving. However, they may skip items/rooms currently in use. They will advise anyone left that the last staff person is leaving.
- **Non-staff keyholders** A staff member only may, at their discretion, explicitly tell a licensee that they are only responsible for a limited subset of the checklist (e.g., the area the licensee is working in, lights, and the alarm). They will indicate this by circling any required items on the checklist. Normally, a licensee is responsible for the entire checklist.
- **FIRST** mentors are responsible for the entire checklist.

All (non-staff) boxes must be checked before you set the alarm, and the alarm must be set if you are the last to leave. At the bottom of the checklist the person will fill in their name, time, if they set the alarm, and who (if anyone) was still in the building. Note that unless you are a staff person, you will never execute the checklist unless you are the last to leave.

Setting the Alarm

There are three states the alarm can be in:

- **READY:** If the "Ready" LED is on, set the alarm by entering your alarm code (4 digits) followed by the "2 / Away" key. **Use only your own alarm code**, which is logged.
- **FAULTS:** If any sensors indicate a door open or movement, the display will show
 - ****DISARMED****
 - ZONES FAULTED
 - Any zone (that is, sensor) in fault will then be listed like this: "FAULT 021 DOCK DOOR", where 021 is the zone number and "DOCK DOOR" is the

description of the sensor. Correct the problem by closing the door or dispatching any zombies still twitching. There is a map of the alarm zones (sensors) attached. If zombie is stuck in door or a fault is not otherwise resolvable, call Dale or Tom.

- Once the fault is cleared, you can arm the system as usual.
- **ALARM:** Enter the sequence of your alarm code and the “1 / Off” key a few times to clear this condition. It means the alarm system was triggered earlier but has not been cleared. Once the condition is cleared, you can arm the system as usual.
- **TRBL or CHECK:** If the alarm system detects any problems, such as being unable to communicate with a sensor, it will display "CHECK" or "TRBL" and the zone in question. First, try entering the sequence of your alarm code (4 digits) followed by the “1 / Off” key. Pause, and repeat the sequence once or twice more. If that does not solve the problem, call **Dale (734) 417-8677 or Tom at (734) 904-2388**. Once cleared, the system should go into the READY state, and you can arm the system as usual.

Disarming

If you enter Maker Works by the conference room door, if the alarm is on you'll hear slow beeping. You have 30 or 60 seconds to disarm the alarm. Enter the sequence of your alarm code (4 digits) followed by the “1 / Off” key. The beeping should stop.

Note--If you enter the wrong alarm code during disarming, you must wait for about 10 seconds to re-enter the correct code.

If the alarm has been set off before you got there, you'll hear a rapid beeping. Enter the same sequence as for disarming. Then, the alarm panel may still show “ALARM”. Repeat the same sequence for disarming to clear it. However, please let Tom or Dale know that the alarm had been triggered. Note that there is the possibility that the alarm was set off by an actual intruder. Staff are under no obligation to enter the building in this circumstance.

If *you* set off the alarm, go ahead and enter your alarm code followed by the “1 / Off” key, as you would to normally disarm the system. Once the alarm has stopped, enter the disarming sequence one more time to clear the alarm. Then call Dale or Tom immediately to report that the alarm went off, so we can contact the alarm monitoring company.

Note--the Closing SOP Checklist is not included as this changes from time to time. Please consult a staff person if it has been some time since you last executed the checklist.