

Use of Facilities and Equipment

1. A woodshop monitor or instructor must be present for a member to use the woodshop. Woodshop monitors or instructors have full discretion to limit member's use of any or all equipment because of behavior deemed unsafe to the member, other shop users, shop monitors, or equipment
2. Members are responsible for complying with all posted safety signs and reporting hazardous conditions and/or equipment to a woodshop monitor person or instructor.
3. Always use the equipment as demonstrated in the safety or by the woodshop monitor or instructor. If you are uncertain or feel unsafe in the operation of a machine or tool, ask the monitor for assistance.
4. Broken machines, machine guards, tooling, blades, etc. must be reported immediately to a monitor or instructor.
5. Any member who triggers the SawStop will be charged for the replacement of the brake and blade.
6. Members who break machines or tooling, either through negligence, abuse, or misuse, must pay for repairs or replacement.
7. No property of the woodshop shall be removed from the woodshop – even to the parking lot or another part of the Pajama Factory – without the express approval of the monitor.
8. When changing bits, blades, wire brushes, or other tooling, the power source (including air, hydraulics, electricity, etc.) must be disconnected, and all stored energy shall be dissipated or bled off.
9. Never operate tools or equipment under the influence of drugs, alcohol, medication, or other substances. Many cold remedies can impair attention and good judgment. We reserve the right to ask the member to remove themselves from the woodshop if the monitor or others observe an impairment.
10. Dust collectors must be used at all times when operating machinery. Always open and close blast gates at the machine you are using.

11. Electrical panels and control boxes are OFF LIMITS to all members. If you notice someone tampering with electrical controls or panels, notify the monitor immediately.

Working in a Shared Environment

12. We expect every member, volunteer, board member, and instructor to promote an inclusive educational and community environment in the Woodshop.
13. Always behave courteously and respectfully toward others. Profanity, vulgarity, and obscene gestures will not be tolerated. Any and all conflicts with other members or monitors should be brought to the attention of the Woodshop Manager.
14. We are a "Clean As You Go" woodshop. This means that you must clean a machine before stepping away from it, even if you will be using it again later.
15. All tools and supplies should be returned to the proper storage space when you have finished using them.
16. Rags with any finish must be disposed of in the yellow safety bin in the finishing room.
17. Be aware of the people around you and do not create a distraction that may cause them harm.
18. Members must follow directions given by the woodshop manager and monitors. Failure to comply may result in termination of membership.
19. Personal Protective Equipment, including eye protection, hearing protection, and dust masks are strongly recommended in the woodshop. It is the member's responsibility to provide their own personal protective equipment.
20. Flip-flops, sandals, and open-toed shoes are not allowed in the woodshop.
21. Do not wear loose or dangling clothing, gloves, neckties, jewelry, headphone wires, or bracelets that can get caught in moving machines.

22. Long hair must be contained to avoid becoming entangled in equipment.
23. An active member must accompany all guests. Guests are not permitted to use the equipment or tools in the woodshop.
24. Members are not allowed to have underage guests in the woodshop while they are performing any work.
25. All members are expected to sign in and out of the woodshop.
26. Injuries regardless of the severity must be reported to the monitor and an incident report must be completed.
27. A member's membership fees must be fully paid to use the facilities.

Storage of Projects, Supplies, and Personal Tools

28. Open storage on the racks in the back room is limited to active projects only. Materials should be brought in only as needed and removed when not in use. All stored materials must be labeled with the member's name and date. Items left more than 30 days will be considered abandoned unless arrangements have been made with the woodshop manager.
29. Open storage of projects and materials is allowed only in designated storage areas unless granted permission by a woodshop monitor. Storage in the workshop, lumber rack, lounge, hallways, and parking lot is not permitted without permission from a monitor.
30. Lockers are available to rent for longer-term storage of materials and personal tools.
31. Projects and materials must not be left on or under the benches when you leave for the day.
32. Projects that are drying may be left on the glue-up table and in the finishing room. All projects should be labeled with the member's name and the date.