

Woodworkers of GVR Rules (WWGVR) Shop Rules and Policies

1. Introduction

Use of phrase(s) Wood Shop, Shop or Club all refer to the Woodworkers of Green Valley Recreation (WWGVR). BOD refers to the Woodworkers of GVR Board of Directors. GVR Inc. refers to Green Valley Recreation, Inc.

Members must meet and comply with all conditions of the WWGVR, as outlined in this document, GVR Inc. the WWGVR By-Laws and the Safety Manual.

2. Shop Hours

Normal shop operating hours are 8:00 a.m. to 2:00 p.m. Monday,
8:00 a.m. to 4:00 p.m. Tuesday through Saturday.

WWGVR is closed on Sundays and Christmas day. WWGVR may be closed at other times as required by the BOD or GVR Inc.

Only a Board Member or a designated club member may open the wood shop.

No power equipment, including the dust collection system, may be activated before 8:00 a.m., with the exception of "Wood Shop Clean-Up Days" when the dust collection system may be activated no earlier than 7:00 a.m.

The on-duty monitor must have signed in and be wearing an orange vest before any power equipment, including the dust collection system, may be turned on.

There must be a minimum of three (3) members present in order to open the wood shop or keep the wood shop open.

The afternoon on-duty monitor shall close the wood shop at the end of each day no later than the posted closing time.

If there are fewer than five members in the wood shop, the on-duty monitor may, at his/her discretion, close the wood shop earlier than 4:00 p.m. but must give the members at least a ten-minute prior notification.

3. Membership

Membership is restricted to members of GVR Inc. (including Tenant members but not Guests) who are eighteen (18) years of age or older. Membership is granted upon signing the "Membership Application and Waiver" form, reading and accepting the memo "Who We Are and What We Expect", reading and understanding the "Safety Manual" (or its video equivalent) and completing the "New Member Shop and Safety Orientation Classes".

Wood shop membership will only be granted to people who complete all components of the shop reading and practical requirements. Membership dues will be collected upon completion of all the

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requirements. If a membership is allowed to lapse for one year or more, then the member must complete the orientation program again.

Flow for new member process

On-duty monitor (or his designee) verifies that the applicant is a GVR Inc. member or GVR Inc. Tenant, gives the applicant a copy of the "how to sign up sheet" (kept at the monitor station) and explains the membership requirements:

- Read shop document "Who We Are and What We Expect"
- Read the "Safety Manual" (or it's video equivalent)
- Sign up for "New Member Shop and Safety Orientation Classes"
- Attend all components of the Orientation program (3 sessions)
- Pay membership fee (Only after completing the above steps)

4. Monitors

After three months, new members are expected to complete the monitor training program and become a monitor. Upon completion of monitor training, new monitors are expected to shadow an experienced monitor for one morning shift and one afternoon shift before signing up as a primary monitor.

All monitors must complete annual training either online or in person to maintain their active monitor status.

Monitors are expected to serve four hours (1/2 day) per month when residing in Green Valley to be considered an active monitor.

ONLY Active monitors (see above) will be given locker privileges/assignments as lockers become available.

The monitor's primary responsibility is ensuring that members are operating machinery in a safe manner, as prescribed in the wood shop's Safety Manual or Video. Duties include ensuring safety, pairing members with task "experts" to demonstrate proper techniques or to assist with their project. Monitors are NOT to assist with member projects.

The on-duty monitor may not work on personal projects, as that would distract them from their primary responsibility.

On-duty monitors must log into the attendee system as "Monitor" at the beginning of their shift.

The on-duty monitor will ensure that all wood shop users are WWGVR members and have signed into the attendance system by swiping their GVR Inc. card. Facsimile cards are not acceptable and members MUST have their GVR Inc. card with them to use the wood shop.

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The on-duty monitor is responsible for signing in/out of secured equipment, and handling sales of consumable items to members.

If the on-duty monitor determines that equipment is not operating correctly, they will tag the equipment and log the problem. (Only Maintenance Personnel shall put tagged equipment back into operation.)

The on-duty monitor has authority to have any member removed from the wood shop premises if that member fails to comply with any WWGVR or GVR Inc. rules or by-laws or whose conduct is disruptive or combative.

5. Safety

Members must know and follow safety procedures and operating restrictions posted on the machine or as outlined in the wood shop "Safety Manual" (or the video equivalent).

Members take full responsibility for the proper and safe use of all equipment and tools and use them at their own risk

Members are not to leave running equipment unattended, and must remain at the respective piece of equipment until it has come to a complete stop.

No open-toed shoes or shoes with open backs are allowed in the wood shop including Croc's, flip flops etc.

Lathe tools fabricated from files are not allowed in the wood shop,

All chuck keys, adjusting wrenches, and other small tools must be removed from the machine chuck and adjustment areas before and after use.

There shall be no grinding or cutting of any ferrous material where sparks could be drawn into the dust collection system. All sanding or grinding of ferrous materials shall be done on the dedicated metal equipment.

No aerosol or aromatic liquids or sprays shall be used indoors. The patio is an acceptable area to use such liquids or sprays. See #7 Shop Restrictions for further information.

6. Emergency Switch

The emergency switch is a safety feature to be used when the continuing use of power equipment would compromise safety and EMT assistance. Only Maintenance Personnel may re-activate power to the shop following an emergency shut-down.

7. Shop Restrictions

Members will know and abide by all wood shop restrictions outlined in the WWGVR rules and "Safety Manual" (or its video equivalent) and on signage posted within the wood shop.

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Only lumber free of nails, staples, screws, bark, turquoise, epoxy and other foreign matter may be cut, milled or sanded with any power tool.

Only new and unfinished lumber may be run through the planer or joiner.

No man-made (manufactured) products such as laminates, particleboard, MDF, Masonite, or mineral materials shall be run through the planer, joiner or drum sander.

No material containing uncured glue, or excess cured glue (including epoxy) shall be sanded on power sanders or run through any power equipment.

Glue shall be cured a minimum of 12 hours before being sanded or run through power equipment.

Every effort shall be made to minimize the creation of dust in the layout areas. No power sanders, grinders, power saws, etc., shall be used in the layout areas,

The outside covered patio area has been designated as follows:

West Side: sanding, portable planing, debarking, and other hand-machining operations

East Side: Finishing Area: hand-applied finishes and aerosol can sprays may be used in this area.

No air or electric powered spray devices may be used on the patio or wood shop premises.

Members are prohibited from using equipment posted "Out of Service".

8. Member Conduct

Members will follow the GVR Inc. Code of Conduct at all times.

Members will notify the on-duty monitor when they believe a piece of equipment is not operating correctly or needs service or repair. The monitor will take the equipment out of service and log the problem,

Only maintenance personnel are allowed to perform equipment maintenance and place equipment back into service.

All members shall clean the equipment and surrounding workspace, including the floor, upon completion of each operation. This includes returning shop tools to their proper storage location.

Members who fail to properly clean up after themselves should be reported to the on-duty monitor.

The WWGVR BOD may limit the use of certain tools and power equipment if it is determined that a member cannot operate the equipment safely.

Presence in the wood shop and use of any tools or machinery by a member is STRICTLY forbidden if that member appears to be under the influence of drugs or alcohol. If such an event

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arises the member will be asked by the on-duty monitor or a BOD member to leave the wood shop premises immediately. Failure to comply will result in a “major strike” being issued to the member.

9. Production Work

This is a hobby shop.

The production of large items or substantial quantities of like items which ties up equipment, tools or work area for extended periods of time is not permitted. It is the intent of GVR that dedicated club spaces not be utilized by members producing items for resale. If, in the eyes of fellow club members, a member is overburdening the facility (bench/storage space, access to equipment, etc.), the WWGVR BOD must take appropriate steps to resolve the issue.

Members who fail to observe posted time limits on equipment or work areas should be reported to the on-duty monitor or a BOD member.

10. Tool Use

Members may check out any tools kept at the Monitor's Station. Tools must be checked back in no later than the end of day.

Members who damage a tool or piece of equipment through neglect, misuse, or when acting against the advice of any monitor, will be required to pay for the repair or replacement of the equipment.

Carts are for transporting items, not for storage of material. Members shall free up carts in a timely manner.

No carts shall be used as a workbench.

No tools or equipment may be removed from the wood shop. No tools or equipment may be loaned to any person for use outside of the wood shop premises.

11. Smoking

Smoking is not allowed in the wood shop or outside the wood shop within twenty (20) feet of any wood shop entrance.

12. Personal Items

Personal tools and other supplies or items shall be removed from layout tables at the end of every day.

Personal tools and other items may be kept in a member's drawer or locker, but the Shop will not be responsible for the loss of any personal items, supplies or material.

No item may be placed on top of any locker at any time. Items found on top of lockers will be removed and may be discarded,

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13. Clean-Up Day

The last Friday of each month has been designated as wood shop clean-up day. Although wood shop clean-up is voluntary, all members are encouraged and expected to do their fair share.

Clean-up may begin as early as 6:00 a.m. Members are asked to arrive at 7:00 a.m. and perform tasks assigned to them by the clean-up coordinator.

No woodworking may be done until clean-up is complete, and it is 8:00 a.m. or later, and the on-duty monitor is on site, wearing an orange vest and logged in as "monitor".

14. Signs and Posted Materials

No personal postings may be made in the wood shop without approval of a WWGVR BOD member, except on a member's locker door which may be posted with name plate, clothes hanger and/or photos of projects only. No religious or political material is to be posted at any time in the wood shop.

15. Lockers and Drawers

Lockers and drawers are available to wood shop members on an annual (calendar year) basis for a non pro-rated fee. Each member may rent a total of three (3) storage areas, but can only include one (1) locker. Depending on availability.

Drawers are available to all members with equal priority and are renewable from year to year as long as the member is an active member in good standing,

Lockers are available ONLY to active monitors, in good standing. Lockers are renewable on an annual basis as long as the member is an active monitor in good standing. The BOD may make locker exceptions, e.g. to ex-monitors who are now physically challenged to perform monitor duties, or in the Boards opinion have devoted time to the wood shop above and beyond normal participation.

On BOD review, if a locker owner is found not to have fulfilled their monitor "active status" they will be given 90 days to become "active" or their locker privilege will be removed. Consideration for non year-round residents will be taken into account. Locker contents removed will be stored until a member/club resolution is reached. Locker fees will be refunded.

Lockers can only be "handed down" to members of the same family, providing the new owner is an active monitor or given the 90 days, to become an active monitor.

16. Abandoned Personal Property

Personal property left in the Shop and not claimed in 30 days shall belong to the Shop.

Personal property left in a locker or drawer that no longer belongs to an active member shall be returned to the ex-member or his/her family. Reasonable attempts shall be made to contact the owner or heir, including a registered letter to the last address of record. Such property shall not be sold or otherwise

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discarded for a period of three months. After that time, the wood shop may assume ownership of the property or sell it and apply the proceeds to a wood shop fund at the WWGVR BOD discretion.

17. Access for Members with Disabilities

The wood shop does not discriminate against members with disabilities,

The wood shop will make reasonable accommodations for members with disabilities at no additional cost to the member.

18. Visitors

Visitors and non members to the wood shop may not enter any restricted area of the wood shop (even if escorted by another member) during operating hours. The restricted area is marked by warning tape on the wood shop floor.

Visitors and non-members cannot work on projects in the layout area or use power/hand tools anywhere in the wood shop.

19. Layout Bench Usage Rules

Layout benches provide a limited amount of space to work. Members must endeavor to keep benches as clear as possible to accommodate the wood shop's large membership.

Members are asked to delay working on larger projects until the summer season, if possible.

A project may occupy more than half a bench for only three (3) consecutive days, then must be removed from the wood shop premises or down-sized to under half a bench. Projects removed after the three (3) consecutive days cannot be returned for a further four (4) days, upon return the three (3) day rule starts over. Moving the project to another bench or to wood shop outside storage does not constitute removal

When occupying a bench or portion of bench for more than one day, the member must be working more or less continuously on the project and must arrive the following day before 9:00 a.m.

On-going small projects may continuously occupy up to a quarter of a bench, but the member must arrive each day before 9:00 a.m.

Projects left out overnight must have a note attached declaring the member's name, date and reason for leaving the project out.

All personal tools, supplies and inventory **MUST** be removed from layout benches each night. All shop tools must be returned to their proper place each night, except for clamps, etc. that are being used overnight.

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20. Non-Member Repairs

The wood shop can be used to repair wooden articles (furniture etc.) by a member for nonmembers. However, the item for repair must have a wood shop member assigned to the repair prior to it being left in the shop. The repair item must be clearly labeled with the date, owners name, phone number and the member performing the repair.

21. Three Strikes

Strikes are issued by the WWGVR BOD' when it is determined that a member has violated a WWGVR rule or safety policy that may have placed other members at risk or has violated the GVR Inc. Code of Conduct.

In the event of a serious issue, verified by witnesses and/or video, a strike can be awarded directly by the WWGVR BOD' President.

At the WWGVR BOD' discretion a member may have their wood shop privileges removed for a period of time in conjunction with any strike level.

When a member has three strikes there will be a suspension of shop privileges for a period of no less than one month. The suspension period will depend on the severity of strikes. At the WWGVR BOD' discretion, the member may also be required to retake the New Member Orientation Safety Class. If a member receives three major strikes, the member can be suspended from the shop indefinitely. **If a member receives a fourth major strike their wood shop privileges will be terminated.**

Major infraction examples but not limited to:

Leaving ANY machine running when unattended.

Improper and abusive language, threatening behavior towards any other persons.

Failure to follow safety directions from the monitor on duty, maintenance team member or Board of Director member.

Minor infraction examples but not limited to:

Continued failure to clean machines and work area when requested.

Failure to comply with any of the wood shop rules, shop and GVR bylaws.

Improper use of or damage to shop machinery or tools.

Strike record retention:

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Major strikes given to a wood shop member will remain on record and in force for the life of their membership.

Minor infraction strikes will be kept on record and in force for a period of 5 years.

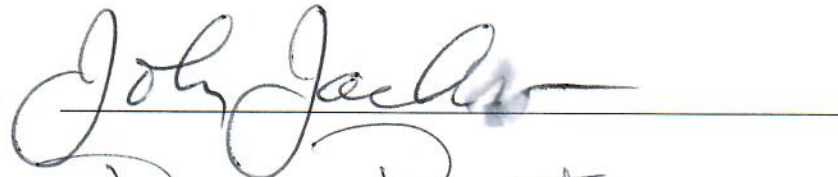
Notification:

Members will be notified of strikes in writing. A copy will be kept by the WWGVR BOD for the period specified.

Suspension from the woodshop is not taken lightly and is always a board decision. Anytime a strike would result in suspension from the woodshop the following will occur: A meeting will be scheduled with the member, the board president, and at least two board members. The purpose of the meeting is to explain why the member is being suspended, the terms of the suspension, and allow the member an opportunity to speak.

Approved by WWGVR BOD date: June 26, 2020

Secretary Signature.

A handwritten signature in cursive script, appearing to read "John Jacobs", written over a horizontal line.

President Signature.

A handwritten signature in cursive script, appearing to read "Dan Rueth", written over a horizontal line.