

## Schedule C

### Fredericton Makerspace Facility Policies

#### Policies

The following policies are in place to ensure fair access for all members to our facilities. Failure to abide by these policies may result in termination of your membership or in the user being held responsible for replacement cost and labor cost of damaged Fredericton Makerspace property.

- In order to access the Shop and use our facilities, all users must first meet with the Fredericton Makerspace staff and complete an orientation in workshop and facility safety procedures. These orientations are scheduled on a regular basis and can be arranged by emailing [info@frederictonmakerspace.ca](mailto:info@frederictonmakerspace.ca).
- All users of the space are responsible for their own safety. Fredericton Makerspace will not be held liable or responsible for any injury sustained by using any of the facilities or equipment belonging to Fredericton Makerspace.
- If at any time you notice machinery, equipment, and/or tools which are not functioning properly, stop using the malfunctioning equipment and contact a supervisor immediately.
- When using any of the Fredericton Makerspace machines or facilities, members must return machines and facility to the state they were found in (i.e. clean, fully assembled, in good working order, etc.) .
- Please notify supervisor if you intend to use reclaimed wood materials prior to bringing those materials into the facility.
- Under no circumstances can a shop user store any items in the shared space of the shop without receiving prior consent from a Fredericton Makerspace supervisor.
- All materials and projects in the shop must be labeled. Labels must include full name, phone number, and projected move date. All non or partially labeled projects/materials may be removed from the premises by a Fredericton Makerspace supervisor.
- Fredericton Makerspace is not responsible for any damage to projects or material stored in Shop.
- All members, users of Shop, and workshop attendees are required to receive proper safety training and sign a Liability Waiver and Release (Schedule A) before using any equipment, tools, or services in our facility.

#### Expectations

1. Pay dues on time, abide by the Membership Agreement, and contribute to the space. This includes, but is not limited to, cleaning the space, participating in projects that better the

common work area (new workbenches, tables, shelves, etc.), and managing group projects. We are a volunteer-run organization. Members might be asked to volunteer a small amount of their time to help us hold down our operating costs, and keep our Makerspace running smoothly and looking clean and professional.

2. Membership is not a guarantee. Fredericton Makerspace expects that every member, user of the shop, and workshop attendee will conduct themselves in a respectful manner. Inappropriate behavior can result in termination of your membership.

#### Using the MakerSpace when Workshops are in Session

- Equipment, machines, classroom space, and other areas may be reserved for classes. Refer to the online calendar to determine availability ahead of time if you need a specific machine or work area.
- Tables marked as reserved for workshops are for the exclusive use of instructors and attendees beginning 30 minutes prior to the start of the workshop.
- Please be considerate and refrain from excessively noisy work (planning, jointing, grinding) during the first hour of the workshop.
- Classes might receive priority on selected tools and equipment.

#### Shop Rules and Conduct

1. Always wear proper eye and ear protection while in the shop area. This applies regardless if you are working on machinery or not.
2. No member, user of the workshop, or workshop attendee may use any shop equipment unless authorized to do so through by successfully passing the Fredericton Makerspace safety orientation course.
3. Only authorized Fredericton Makerspace members are permitted in the workshops without prior permission and supervision. Keeping foot traffic to a minimum creates a safer and more comfortable working environment.
4. Never run any materials with metal or paint through any of the woodshop machines.
5. No wet or green wood materials of any kind may be run through any of the woodshop machines.
6. Replacement cost due to neglect by breaking Shop Rules will be the responsibility of the individual who caused the damage.

7. No pets allowed in any of the workshop areas.
8. Keep noise to a minimum.
9. Do not attempt to oil, clean, adjust or repair any machine while it is running. Do not perform any of these tasks unless you have the proper training and permissions to do so. Performing maintenance on moving machinery can lead to injury or death.
10. Never open any covers, casing, or shrouds while the machine is running.
11. Ensure that all machine guarding is in place and functioning properly. It is your duty to inform the Fredericton Makerspace supervisor if the guarding is damaged or malfunctioning. Malfunctioning guarding will not properly protect you and becomes a hazard itself.
12. Never leave machines running unattended. Others may not notice the machine is running and be injured by moving tooling.
13. Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement, dismemberment or death. Always let moving parts come to a stop under their own power.
14. Always keep hands, hair, feet ,etc. clear of all moving machinery at all times. All long hair must be tied back above shoulder height. Loose fitting clothes such as baggy sweatshirts or long sleeve shirts with loose cuffs should not be worn in the shop.
15. Double-check that all tooling and work pieces are properly supported and clamped prior to starting the machine.
16. Heavy or unwieldy work pieces often require special support structures or assistance from other members or shop support. Always ask for help if you are unsure if your work piece requires additional support.
17. Remove chuck keys, wrenches and other tools from machines after making adjustments. Chuck keys left in the chuck when the machine turns on become dangerous flying objects.
18. Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
19. Always deburr sharp edges of freshly cut stock. This includes the piece of stock that goes back in the stock rack. Eliminating burred edges minimizes the chances for personal injury and marring of precision machine surfaces.

20. Never start a conversation with someone who is using machinery. Always wait for them to complete their task before talking.
21. Never attempt to squeeze behind someone while they are using machinery. Always stop and wait for them to complete their task before passing.
22. Work at a pace that is comfortable for you. Rushing will compromise your safety and increases the chance of damaging equipment.
23. Listen to the machine(s) — if something does not sound right, shut it down. Often if the machine sounds abnormal to you, it likely is not operating properly. Inform the Shop Manager if you believe the machine to be operating abnormally.
24. If you do not know, or are unsure how to do something — ASK! Do not engage in any activity that you are not comfortable with. Trust your judgment. Check with the shop supervisor or another member who has more experience.
25. Every member is responsible for keeping their keys and cards secure. Immediately report the loss of keys or access cards to any Fredericton Makerspace supervisor. This will help us maintain security and ensure that no unauthorized person is using your card. There will be a \$5 replacement fee for all lost or stolen keys and cards.
26. You are responsible for cleaning up after each project. Sweeping, wiping down machines, and cleaning off tables shows respect for other members coming in after you.
27. Keep floors free of oil, grease or any other liquid. Members are responsible for keeping all work areas clean and free of debris.
28. Please clean up spilled liquids immediately to prevent slipping hazards.
29. All materials should be stored in such a way that they cannot become tripping hazards. Return all excess material to its proper storage place.
30. All hazardous materials and chemicals must be properly stored in the locked cabinet at all times when not in use. Prior permissions are required to use and house such materials.
31. Stay organized -putting tools away when not in use prevents loss and also makes them available to others.
32. Don't waste. Place all used scrap in marked containers.

33. All work should stop 15 minutes prior to the time you need to leave the Fredericton Makerspace. This will provide ample time to clean and replace tools for the next member.

### **Electronics, Computing, & Networking Policy**

You agree that when using electronic, computing, or network devices (“Services”) owned by Fredericton Makerspace or connected to it’s network, that you will not:

1. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
2. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
3. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through Fredericton Makerspace Services.
4. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
5. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party.
6. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another’s computer or property of another.
7. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
8. Restrict or inhibit any other user from using and enjoying the Services.
9. Violate any code of conduct or other guidelines, which may be applicable for any particular Service.

10. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party.

11. Violate any applicable laws or regulations by creating a false identity for the purpose of misleading others.

### **Personal Tools, Equipment, & Materials Policy**

Personal use tools, equipment, and materials are allowed to be brought into the Fredericton Makerspace facility. Any personal tools must be checked in by the Shop supervisor to ensure safety and appropriateness.

All personal use equipment, tools, and materials must be CLEARLY labeled with your name, phone and email address.

Personal use tools, equipment, and/or materials may not be used by other members without the express permission of the owner.

Any and all personal use tools, equipment, and materials must leave with the owner, unless otherwise permitted, or be secured in a private storage location.

Fredericton Makerspace is not responsible for lost or stolen tools, equipment, or materials.