



# Shop Rules

Basic Guidelines for Working in the Shop

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We are a community, which means there are more people here than just you. If you get value from being with us, please give back with time or a donation.

To expand on our most basic rule, “**Don’t be a jerk**” we have come up with the following rules for members to follow while at SYN Shop. If you have any questions, contact us at [info@synshop.org](mailto:info@synshop.org).

## SHOP RULES:

- CLEAN** Clean up after yourself -- this includes putting away tools where they belong, throwing away trash (even if it's not yours), vacuuming up sawdust/metal chips on the machine and shop floor, putting away raw materials in the bins or taking them home if they're yours. Factor in clean up time on all your projects.
- COMMUNICATE** This is a shared space, which means that you must consider other members when using the shop. Changes to the shop or it's equipment should always be discussed with the person in charge of each area. Communication is key.
- TAKE HOME** Take your projects home when you leave -- Projects that are around for more than a few hours should be marked by placing a parking permit placed on them. This lets us know whose project it is, how long it's expected to be here, and who to contact should we need to move it.
- BE SAFE** Safe use of the machine tools is imperative -- if you don't know how to use something or need a refresher, ask before you turn it on. Certain tools require certification before you are permitted to use them. If you are unsure, ask.
- ASK FIRST** Ask before you use any materials in the shop -- Using small cut offs and material designated for member use is generally considered fine. Larger sheets and more expensive materials need permission and/or need to be purchased before use.
- REPORT** Tell the person in charge of the space if a tool or machine is broken so we can get it repaired or replaced. Email [info@synshop.org](mailto:info@synshop.org) if you don't know who to talk to.
- RESPECT** Be considerate for the people taking time to keep the shop open. They volunteer their time, and are paying members of the shop just like you.
- RESPONSIBLE** Be responsible for your own actions.
- LISTEN** Don't make us make more rules.