



## **New Member Orientation**

### **Daily Schedule Overview**

#### **Monday – 1:00 – 4:00 PM**

- Rollcall & Complete Enrollment Documents
- Introduction of Attendees and Instructors
- President's Welcome & Comments
- In-Depth Discussion of Club Operations, Safety, & Shop Responsibilities
- Overview of Bylaws & Operations Manual
- \* Note: these documents are on club web site and in printed in library
- Brief Tour of Shop and Overview of Equipment

#### **Tuesday - 2:00 - 5:00 PM**

- Roll Call, Review of Monday Info, Questions
- Divide into Small Groups with Hands-On Instructors
- Instructor Demonstrate of Equipment Used for Basic Project
- Students Practice Using Equipment Demonstrated
- Basic Project is a Small Cheese-Cutting Board

#### **Wednesday - 1:00 – 4:00 PM**

- Roll Call, Review of Tuesday Hands-On Info, Questions
- Training on Monitoring Sign-Up - Using "SignUpGenius" Software
- Shop Manager - Walk-Thru, Duties, & Daily Checklist

- Tool Crib Monitor - Walk-Thru, Duties, & Tools

## **Monday - 1:00 – 4:00 PM Discussion Plan**

### **Enrollment and Introductions**

- Forms for Club Info & take Photo for Badges
- Recreation Center ID Card Check
- President's Welcome & Comments
- Round Table Introductions of Attendees & Instructors
- Membership Requirements, Badge Info & Use • Distribute:
  - Safety Glasses
  - Handouts
  - Discount cards

### **Membership Requirements / Responsibilities**

- Must have a valid SCW Recreation Card - payments current, we verify.
- Must complete all 3 days of Orientation Class.

- Dues Paid Annually - due by end of January (\$10 late fee after that)
- Give Back to Club (lots of volunteer opportunities, monitor, etc.)
- Maintain Clean, Safe and Congenial Work Habits.
- Respect for Other Members (review discipline process in by-laws)
- Help Other Members - most will drop their own project to help you.
- Resource Sharing - information, plans, books, web sites, etc.

### **Shop General Info**

- We are a wood hobby & social club - not a production shop
- Hours of Operation: 8 AM to 4 PM Monday through Sunday except holidays. Check club calendar for exceptions.
- Club Events - lunches, happy-hours, parties.
- General Meetings - 1<sup>st</sup> Tuesday of most months at 1:00 PM (Shop Closed)

- Communication ○ Phone: 623-546-4722
  - Email: [scwoodshop@gmail.com](mailto:scwoodshop@gmail.com)
  - Web: <http://www.scwoodshop.com/>
- Officers and Contacts (pictures in hall, web site, member roster book)

## Safety Requirements and Cautions

- First Aid and 911
- Eye, Face & Lathe Protections ○ safety goggles - required at all times in machine room ○ face shields - required during large lathe operation ○ lathe safety cages - recommended but personal safety decision
- Clothing ○ Shoes - no open-toes, flip-flops or similar ○ No loose fitting clothing, jewelry, loose long hair, etc. ○ No gloves without special exemption to type (i.e.: wood allergies) ○ Prefer no long sleeved shirts - if you must, make sure they are skintight from elbow to wrist, so they won't tangle in rotating machines
- No Alcohol or Recreational Drugs - dangerous to everyone in shop • Cautions about Prescription Medication and OTC Drugs • Personal Stability - Canes, Walkers, etc.
  - Must be able to work at machines without these supports ○ No operation of table saws while sitting - inherently dangerous since face is at table-level, and arms don't reach past blade without peril ○ No operation of lathes while sitting
- Lifting and Asking for Assistance - cautions to avoid injury • Space Awareness - people, wood, machines, cords, carts, vacuums • Table saws - if you blow a saw-stop safety device, you owe \$150.00 to club, payable immediately. No exceptions, no excuses. Consider the alternative ... injury, trip to ER, medical cost, recovery time, saw unavailable to all other members until it is repaired. Dado saw is \$250.00
- Finishes and Chemicals - limited use. Any that have an offensive odor must be applied and dried behind shop or at home.
- Spray Paints - must use outside behind shop, be careful of over-spray

- Lockers - waiting list, under bench = \$50 / year, wall = \$35 / year
- Bench Top Work Space - nobody “owns or rents”, be respectful •
- Broken, Damaged or Dull Tools & Machines - fill out repair slips found on maintenance room door. Admit mistakes so we all learn from them.

## We Have Two Important Volunteers Every Day

### **1 - Shop Manager - Main Duty is Shop Safety**

- Open / Close building (see details below)
- Read “Shop Manager’s Handbook”
- Complete daily AM or PM Monitor Checklist
- Walk Around - avoid sitting/resting for more than a few minutes • Safety Monitoring - principally in machine room
- Question or stop unsafe member behavior or tool operation methods • Remind members to clean up after themselves
- Maintain Clean Shop - if needed sweep / vacuum all shop areas
- Dump waste cans & empty vacuum canisters
- Fill out any required “Accident Report”, inform President / board members, give copy of Accident Report to President or board member

### **2 - Tool Crib Monitor:**

- Work as a team with shop manager
- Read “Tool Crib” section of Manager’s Handbook
- If member needs tools, take Rec Card, hand out ring of 10 chits
- Issue one tool in exchange for one chit
- Read “Tool Crib Inventory” to become familiar with tools we have and where to find them. Feel free to open boxes / kits to learn what we have, tool names, tool uses. Ask questions.
- Answer Phone - read phone operation info posted near phone •
- Assist Visitors:
  - Requests for “Special Project Help” - first check to see that visitor has a

valid SCW Rec Card. If not we don't do projects. If valid, page for one of our several "Special Project" team members to meet visitor.

- Requests for shop tours - page members to request a tour guide, then hand out loaner safety goggles & visitor badges. Monitor should not give the tour.
- Monitor member shop access - if card doesn't work, write down member name & badge #, and give to board member for research.
- Help new people sign up for shop membership / orientation class
- Club dues are paid by mailed form in January.
- Be cordial - ask for help when needed
- Record overnight loan sheets in 3-ring binder - only after 3 PM
- Check returned tools for wear or damage & note on sheets
- Keep tool crib clean & organized (limit member access)
- Call next day's monitors

## **Steps for Opening the Shop:**

- Shop Manager or Tool Crib Monitor (whoever arrives first) go to Kuntz swimming pool monitor desk - sign out shop keys
- Turn on lights in machine room & assembly rooms
- Unlock main shop door & bathroom
- Open Tool Crib doors & put keys on hook behind door
- Turn on Machine Room air vacuum system (inside right of Crib door)
- Make coffee
- Review & complete AM shop checklist

## **Steps for Closing the Shop:**

- 15 minutes before closing - page all members & ask them to turn in all checked-out tools, clean up their areas and get ready for shop closure.
- Empty all trash cans into dumpster behind shop
- Review & complete PM shop checklist
- Bleed air-hose system to drain water vapor (4 locations in shop)
- Turn off all machines, air vacuum system, coffee pots

- Make sure all lathes are off and red-lights are off
- Turn off all lights - except for hall lights between machine & assembly rooms
- Check that all doors are locked - lock main door, tool crib, bathroom
- Return shop keys to Kuntz Pool swimming pool monitor desk

**Explanation of Wood Club Badge Credit System** • Members receive one monitor credit for each four hours of club-approved volunteer and support. There are many opportunities to receive badge credits.

## **Ways to Participate / Volunteer in Club**

- Monitor (Shop Manager or Tool Crib Monitor)
- 1-Time Job Shadowing
- Cleaning Crew
- Maintenance Crew
- Special Projects
- Training
- Board Member
- Village Store
- Wood Carvers
- Toy Program
- Attend Monitoring class

## **Brief Walk-Through Tour**

- Library and Support Resources
- Benches - discuss Friday Bench Clearing
- Lockers
- Treasurer Office
- Coffee and Soda

- Cleaning Supplies
- Break Area
- Chemicals Cabinet (yellow metal cabinet in assembly room)
- Maintenance Room
- Safety Equipment / First-Aid Kits / Exits
- Outside Bathroom
- Air Line Bleed Valves

## **Tuesday - 2:00 - 5:00 PM - Hands-On Orientation Day**

- Demonstration & practice safe operation of machines (see Equipment Usage and Safety under Training on web site) while making a small cheese-cutting board.
  - Jump Saw ○ Jointer ○ Thickness Planer ○ Miter Saw (chop saw)
    - Table Saw ○ Band Saw ○ Drill Press
  - Sanders - Belt, Disk, Oscillating Spindles, Drum
  - Emphasize sandpaper care - no wet glue, coatings, wet wood, etc ○ Other machines may be addressed based on time and class interest
- Machines not covered often require separate classes - many of which are listed on our web site under “Training”.
  - Lathes - levels I, II, and III
    - CNC Machine - software, hardware, hands-on ○ Routers
    - Ring Bowl Master – levels I & II
    - Pen Lathes ○ Milling Machines
    - Scroll Saws

**Wednesday – 1:00 – 4:00 PM**

## **Monitor Software System - Using “SignUpGenius”**

- Training in Wood Club library on computers there
- Password creation
- Questions & Answers

## **Shop Manager - Walk-Thru, Duties, & Daily Checklist**

- Review training duties from day 1
- Walk-thru shop, and discuss safety hints for each power tool
- Emergency Machine Stops
- Discuss interaction with members when questioning safe behavior
- Q & A about Shop Manager duties
- Tour of Wood Room
  - Lumber (types, selecting, leave at least 4 feet, pricing, etc.)
  - Sheet Goods
  - No Special-Ordering of Material
  - Purchasing Procedures
  - Hardware, Glue, Biscuits, Screws, etc.
  - Sandpapers

## **Tool Crib Monitor - Walk-Thru, Duties, &**

**Tools**

- Review training from day 1
- Monitor / Manager Bibs ... or ... Green Badges
- Shelf & drawer numbering
- General tool locations
- Phone & PA system
- Vacuum System Switch & Pressure Gauge
- Tool Checkout Procedure
- Overnight Loan of Tool
- Reimbursement Checks Box (mainly from Village Store sales)
- Monitor's checklist, Shop Duties 3-Ring, Orientation Sign-up 3-Ring, Current Member's List book, tool inventory list, etc.
- Monitor Schedule (Calendar) on Computer in Front Hall
- Sign-in & Obtaining Monitor Credits on Badge

- Security Camera System Monitor