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1. Facility Access Policy

CVM is located on the third floor of the Tech1 Building at 360 West Field Avenue, in Waterloo, Iowa. CVM Members ARE NOT permitted access to any other part of the Tech1 Building without invitation.

1.1 Access Levels

Level I Tools: (lowest risk) - Coded GREEN - Second person in the shop not required

Relatively safe tools/equipment where user error is unlikely to cause injury or major damage. In this area CVM will host workshops and programming for Members, Visitors, and Sponsored Groups.

Level II Tools: (moderate risk) - Coded YELLOW - Second person in the shop preferred, but not not required.

Level 2 equipment requires a firm understanding of the operations and manufacturer specified safety guidelines. Prior to first use, it is the Member's responsibility to read through the equipment's User Manual, which is linked by QR Code to the member resources web page. A print copy can be found in the SE corner lab cabinet (Lab Library). By using the equipment, the Member acknowledges that they are completely satisfied that they are prepared to operate the piece of equipment in accordance with operating instructions and general safety guidelines. Additional Requirements may be specified and clearly labeled on the Level II equipment tag. Level II, or machine-specific orientations can be requested on slack, or by e-mail: info@cedarvalleymakers.org

Level III Tools: (highest risk) - Coded RED - Second Person in the shop required

Equipment requires a firm understanding of the operations and general safety guidelines, as well as the hazards associated with the different types of materials used. Prior to first use, a member must complete a level III area and machine level orientation. The level III orientation is intended to give a member a tour of the shop, its machines, and available tooling and to get a feel for the members experience level. The orientation DOES NOT certify that the member can safely operate the equipment and the member holds the sole responsibility for ensuring they are knowledgeable and comfortable with the machine, materials and the operation prior to use.

The equipment Access Levels described above are an important part of our Membership Agreement and CVM'S ability to manage risk appropriately. CVM reserves the right to terminate Membership, in accordance with the Member Agreement, if Member is found in violation of CVM'S Facility Access Policy.

1.2 Membership

All memberships begin with free registration as a community member.

<https://www.cedarvalleymakers.org/>

Once Registered, select Fab Lab, or CVMakers memberships for additional benefits.

Check your registration e-mail for a welcome request to schedule orientation.

Memberships - Benefit - Access limits

Community Members(Free):

- Newsletter
- Resource Center
- Scheduled access for community groups, school clubs, and approved student projects
- Select workshops and events

Access Limits - schedule workshops and complete release prior to event

info@cedarvalleymakers.org

FabLab - \$20.00 moth: *Requires Level I Orientation before using the Level I space and tools.*

Community Member Benefits plus-

- Access to level I equipment during Techworks building open hours (Mon- Friday 6:30 am - 6:00 pm). Techworks Building is closed weekends and holidays
- Invite to join our social network of makers on Slack

Access Limits - Attend a FabLab orientation and sign a member agreement and release before using level I space and equipment.

CVMaker - \$40.00 per month *Requires Full CVM Orientation*

Members must be 18 years of age. Accompanying minors would be considered guests of the member who would assume full responsibility for their access and safety.

Community member benefits plus Fab Lab Benefits plus -

- 24/7 Access to level II and level III space and equipment
 - * See machine level requirements and restriction
- Free active project storage
- Studio and longer term storage available as an add-on

1.3 Visitor Access

Non-CVM Members interested in tours or participating in CVM programs, workshops projects, and activities are allowed limited participation as follows:

1.4 Sponsored Guests

As part of our mission to promote educational activities, CVM expects to host events where groups will do projects, workshops, and other activities. These attendees will be known as Sponsored Guests, and must have a designated responsible person (a leader, instructor, teacher, etc.), at least 18 years of age, to coordinate with a CVM representative. All Sponsored Guests must sign a [WorkShop and Community Access Waiver](#) (minors must have a legal guardian sign), and all must follow the Sign-in Sign-out Policy.

The designated responsible person will assume responsibility for the group and will be responsible for ensuring the group follows CVM policies, as well as for returning the space to a clean and orderly state after the activity is done. If at any time the designated responsible person feels a loss of control of the group, they are expected to end the activity and vacate the space. Sponsored Guests are allowed to use **Level I** equipment and machinery if they are supervised by the designated responsible person, and have signed the [WorkShop and Community Access Waiver](#)

Sponsored Guests are limited to Level I activities and equipment, unless they are sponsored by a full CVM member that ensures their guests have completed a workshop waiver, and has accepted full responsibility, and the associated risk, for their guests while at Cedar Valley Makers.

Guest activities are limited to working on a group project, or assisting a member with their project. If a guest wants to work on their own personal project the guest should register, select their own membership level, attend a new member orientation before proceeding.

1.5 General Sign-in/Sign-out

All Members, Visitors, and Sponsored Guests must sign-in immediately upon entering the space at the sign-in Kiosk, and then sign-out when leaving. By signing out of the makerspace, you are indicating no personal injuries or property damage has occurred OR it has been properly documented on the appropriate forms, your workspace is clean and orderly, and all CVM tools and equipment have been returned to their proper place in reasonably good condition.

If there is one other person in the shop (logged in to the kiosk), members are responsible for letting them know they will be alone in the shop. It is preferred to give members a time warning, so they can wrap up work on a level III operation which requires a second person in the shop.

If any personal injury, property damage, or noteworthy incident has occurred, please make notification by slack or email: info@cedarvalleymakers.org in accordance with Section 3.4 Incident Reporting.

1.6 Next-in-Line Policy

As part of participating in a shared workspace, Members are not allowed to over utilize the equipment if another member is waiting to use it. All Members must be courteous to those waiting next-in-line to use the equipment and will only be allowed to do one project, if it requires the continuous use of the equipment, or one operation if the project does not require continuous use of the equipment.

2. Level III Area Policies - Level III areas include the Machine SHOP, and the Weld Shop, which require special consideration towards working safely in a shared space. Level III access area notification is posted at the area entrance, and must be followed accessing, and exiting the work spaces. [\(Level III Notifications\)](#)

Area orientations are required prior to first use.

Request on Slack or via e-mail: info@cedarvalleymakers.org

Level III areas may include both level II and Level III equipment, which can be identified by colored equipment tags. **If a level II piece of equipment is located in a level III area, an area Level III orientation is still required before use.**

3. General Operation Policies and Procedures

All CVM Members agree not to operate any tool unless they are familiar with the operation, comfortable with the condition of tool and the surrounding environment, confident in their ability to operate the tool safely and properly, of sound mind and sober.

3.1 Member's Property

a. Tools

Members may bring their own tools to CVM facilities, but the tools must be in good repair and satisfactory operating condition. If left at the makerspace, the tool should only be left in the members personal add-on storage.

Tools can be donated to the makerspace, but the donation must first get approval by a makerspace representative who can assess the safety of the tool, and whether it will serve the community well in the space available.

-Members assume sole responsibility and all liability for their tools and any damage that the tool may incur or may inflict while in CVM facilities.

b. Materials

Members are encouraged to bring in their own materials for their active project on a just in time basis. Active projects are projects that a member works on at least once a week and must be clearly labeled with the members name, date, and contact information.

Active short term projects can be store free under the above guidelines. Longer term storage of materials and projects can be made available by contacting a CVM representative about add-on storage.

Projects with dates outside of one week are not considered active. Members may be notified to get busy on their project, remove it, or consider add-on storage for longer term material and project storage.

Materials left unlabeled will be considered donated, and available for any member use, or otherwise thrown away.

Members that use donated or CVM purchased materials should make a donation for the market value. This consideration is an important funding source for CVM, allowing us to make general membership fees inexpensive and available to all.

GLASS- must be stored away in a safe spot where there is no potential for it to be accidentally broken. If it is left out, it must have all sharp edges taped or padded, or be left in a frame.

Aerosols and other substances that require fume mitigation are not permitted.

3.2 Spills

CVM expects to encounter “incidental and/or minor” spills, defined as a spill that does not pose a significant safety or health hazard to Members in the immediate vicinity, does not pose a significant threat to the environment and does not have the potential to become an emergency within a short time frame. Our procedure to deal with such spills is as follows:

1. Turn off machine or equipment immediately
2. Inform others within earshot that you have had a spill, and to not operate any spark generating equipment.

For oils, coolants, greases, water and other liquid spills

Use the granular oil dry provided in the Machine Shop to soak up the contents of the spill, then dispose of granular oil dry in accordance with SDS requirements.

3.3 Fires

Small fire- In the event of a small fire, fire extinguishers are located at each of the Exits and doorways. If you can do so safely, retrieve a fire extinguisher, follow the instructions listed on the fire extinguisher to properly function the device and extinguish the fire. Once the fire is out please fill out an Incident Report Form or contact a Shop Manager.

Laser and electrical fires: Cut power to equipment. If fire persists, use CO2 extinguishers located in the FS laser room.

Big fire- If the fire is too big to reasonably extinguish on your own, pull the fire alarm then take the stairs and exit the building. When you are safely outside, call 911 and report the incident.

3.4 Unplug, Tag, and Report Unsafe Equipment

Members are responsible for inspecting all equipment to ensure it is in good working order before use. If a machine is out of adjustment, is unsafe, or needs maintenance, and cannot be corrected by the member. The member must immediately unplug the machine, place or attach a machine maintenance tag, such that it cannot be missed, and report the problem to a makerspace representative, and to the “general” slack channel.

All Members, upon observing a machine or piece of equipment which is tagged unsafe or out of operation for servicing or maintenance shall not attempt to start, energize, or use that machine or equipment before maintenance is performed and the machine is returned to a safe working order.

3.5 Incident Reporting

Should any type of incident occur, or any unsafe situation be identified, CVM depends on its Members to report the situation.

Building Maintenance and Security: Applies to CVM and the Bathrooms, building entrances, elevators, and stairwells, and other building shared access areas. It is each members responsibility to be respectful of the facilities, which includes correcting any problem that you create, and ensuring the building is secure when you exit.

!!Especially pay attention to outside doors after hours and on weekends, which can be kept open from wind or obstruction!!

!!Always use the freight elevator when bringing up dirty, or any material that is large, unwieldy, or otherwise poses the slightest risk of damaging the passenger elevator, or posing a nuisance to others.

Property Damage: Should any damage to CVM or Member’s property occur, Member must report the incident via e:mail or slack: info@cedarvalleymakers, and complete an [Incident Report Form](#) if requested.

Personal Injury: Members are encouraged to seek appropriate medical attention immediately and report the incident via e:mail or slack: info@cedarvalleymakers, and complete an [Incident Report Form](#) within 24 hours of the injury.

Member Signature:	
Date:	