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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.

### 1.1 Access Levels

#### **Level I Area: (lowest risk) - Coded GREEN**

Relatively safe and uncomplicated 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 Area: (moderate risk) - Coded YELLOW**

Equipment in this area requires a firm understanding of the operations and manufacturer specified safety guidelines. It is the Member's responsibility to read through the equipment's User Manual (provided at the Information Desk, or online) prior to use. 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.

**Level III Area: (highest risk) - Coded RED** Equipment requires a firm understanding of the operations and general safety guidelines, as well as the hazards associated with the different types of materials (metals) used. Prior to use, Member must demonstrate proficiency on equipment to a CVM Shop Manager, and have membership badge initialed by the CVM Shop Manager. The proficiency demonstration is intended to show the CVM Shop Manager that the Member will not pose an immediate danger to themselves or the equipment. It is not considered instruction, training or certification from CVM to Member. Member is responsible for ensuring they are knowledgeable and comfortable with the machine and the operation prior to use.

### 1.2 CVM Member Access

Before being allowed access to CVM facilities, a prospective member must be at least 18 years of age, and complete the following steps:

1. Apply online at [www.cedarvalleymakers.org](http://www.cedarvalleymakers.org)
2. Paid membership dues up-to-date.
3. Attend a General Orientation
4. Complete:
  - a. [Membership & Service Agreement](#)
  - b. [Waiver of Liability and Hold Harmless Agreement](#)

(Prospective members, who are minors, must be at least 14 years of age and accompanied by a legal guardian throughout steps 1-4. Members under 18 must have adult supervision at all times in CVM facilities.)

After completing steps 1 through 4 above, access to **Level I** and **Level II Areas** will be allowed (areas shown in green and yellow on the floor plan below). The equipment Access Levels described below are an important part of our Membership Agreement and CVM'S ability to manage risk appropriately. CVM reserves the right to terminate a Member's Membership and Service Agreement if Member is found in violation of CVM'S Facility Access Policy. Please ask a Shop Attendant or Shop Manager if you do not understand the Access Levels or any part of the Facility Access Policy.



-CVM Members with RFID card access will be allowed to enter the space on their own, but are only permitted to use the the **Level I** equipment and/or tools that are not required to be plugged into the wall.

-We apologize for any inconvenience that these rules may cause, but this is a strict requirement of our insurance policy. Retaining our insurance policy is a critical pillar allowing the space to exist. Any single member jeopardizing this policy is threatening the closure of the space for all members of our community. Failure to strictly follow these rules will result in consequences up to and including revocation of access and membership.

-THERE MUST BE MORE THAN ONE PERSON PRESENT FOR ANYONE TO USE THE **LEVEL II** AND **LEVEL III** EQUIPMENT WHICH IS PLUGGED INTO THE WALL.

### 1.3 Visitor Access

Non-CVM Members interested in tours or participating in CVM programs, workshops projects, and activities (CVM activities), ("Visitors"), will be able to come in and participate in scheduled programs, where safety is of minimal concern. Tours may be given to Visitors over 18 years of age by Members, but Visitors may not operate any equipment or machinery. Visitors must sign-in and sign [Waiver of Liability and Hold Harmless Agreement](#) each and every visit before entering the **Level II** and **Level III Areas**) and/or to participate in CVM activities.

NO VISITORS UNDER 18 YEARS OF AGE MAY ENTER THE **LEVEL II** OR **LEVEL III AREAS** UNLESS DIRECTLY SUPERVISED BY A LEGAL GUARDIAN.

## 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 Shop Manager. All Sponsored Guests must sign [Waiver of Liability and Hold Harmless Agreement](#) (minors must have a legal guardian sign), and 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 the equipment and machinery if they are supervised by the designated responsible person, and have signed the [Waiver of Liability and Hold Harmless Agreement](#).

*For example: a non-member group may come in to do a project, supervised by a non-member leader, for a specific project or purpose, if approved by the CVM Shop Manager*

## 1.5 General Sign-in/Sign-out

All Members, Visitors, and Sponsored Guests must sign-in immediately upon entering the space at the Information Desk by listing the information on the General Sign-in/out Sheet. All Members, Visitors, and Sponsored Guests must also sign-out on the General Sign-in/out Sheet by initialing their row in the Sign-out column. A designated responsible person may sign for a Sponsored Guest who is under the age of 18, but then assumes full responsibility for the Sponsored Guest during their current visit to, and use of CVM facilities.

If any personal injury, property damage, or noteworthy incident has occurred, please inform the Attendant or fill out the appropriate form in accordance with Section 3.4 Incident Reporting.

By initialing the Sign-out column, 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.

[Notes]

Establishing **Level I, II, and III Areas** is intended to compartmentalize risk and group equipment and machines with similar hazards in their respective areas. Granting access to any of the areas does not certify the Member on the equipment in any way, but solely removes the prior restriction of access to the Member because the Member has demonstrated to a CVM Shop Manager that they can operate safely in that environment.

## 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

### 2.1 Machine Shop

[Policy Intent]

This policy shall be posted conspicuously on the door of the room labeled the “Machine Shop” to ensure only competent and qualified Members enter the Machine Shop willingly and voluntarily, and with a good understanding of the hazards and risks associated with that type of environment. The intent of this policy is to ensure the Machine Shop remains a safe, functional, and clean environment for all, with reasonable procedures that are easy-to-learn, easy-to-understand, and easy-to-follow. All Members will have read this Machine Shop Policy found in the Policies and Procedures Addendum.

[Posted on both sides of Machine Shop door]

#### **LEVEL III ACCESS**

#### **Machine Shop**

**CAUTION**

#### **THIS IS A SHARED WORKSPACE USED BY MEMBERS OF ALL SKILL LEVELS**

By entering the Machine Shop, Member accepts any and all risks associated with, but not limited to, the Drill Press, Lathe, Band Saw, Surface Grinder and Mill, as well as the hazards and risks associated with the materials used and operations taking place in said environment. Member agrees to follow the applicable Entry Checklist and Exit Checklist to ensure this remains a safe, functional, and clean work environment for all.

**DOORS MUST REMAIN CLOSED WHEN NOT IN USE**

#### Entry Checklist

##### **(Prior to entry)**

-Must have proper PPE

##### **(Enter Machine Room)**

-Identify location of fire extinguisher

-Ensure floor and work areas are clean and clear of obstructions

-Do not bother anyone operating a machine

-Watch for regular hazards such as sharp edges, hot metal, and flying sparks

##### **(Before using equipment)**

-Shut door

-Inspect equipment to ensure it is in good repair and satisfactory operating condition

-Follow general safety procedures

#### Exit Checklist

-Clean up floor and work area

-Properly dispose of scraps, shavings or waste

-Do not take any hot metals out of the Machine Shop

-Shut the doors when you leave the room

## 2.2 Welding Room

### [Policy Intent]

This policy will be covered in the General Orientation to make certain only competent and qualified Members enter the Welding Room willingly and voluntarily, and with a good understanding of the hazards, risks and safety requirements associated with that type of environment. The intent of this policy is to ensure the Welding Room remains a safe, functional, and clean environment for all, with reasonable procedures that are easy-to-learn, easy-to-understand, and easy-to-follow. All Members will have read this Welding Room Policy found in the Policies and Procedures Addendum. The Entry/Exit Checklists, along with the Sign-in/Sign-out Sheet shall be posted conspicuously on the door of the room labeled the "Welding Room" to ensure the Fire safety Requirements are satisfied in accordance with the International Fire Code, 2009.

### [Definition of Relevant Terms]

**HOT WORK:** Operations including cutting, welding, thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activity.

**HOT WORK AREA:** The area exposed to sparks, hot slag, radiant heat, or convective heat as a result of the hot work.

**HOT WORK EQUIPMENT:** Electric or gas welding or cutting equipment use for hot work.

**HOT WORK PERMITS:** Permits issued by the responsible person at the facility under the hot work permit program permitting welding or other hot work to be done in locations referred to in Section 2603.3 and pre-permitted by the fire code official.

**HOT WORK PROGRAM:** A permitted program, carried out by approved facilities-designated personnel, allowing them to oversee and issue permits for hot work conducted by their personnel or at their facility. The intent is to have trained, on-site, responsible personnel ensure that required hot work safety measures are taken to prevent fires and fire spread.

**RESPONSIBLE PERSON:** A person trained in the safety and fire safety considerations concerned with hot work. Responsible for reviewing the sites prior to issuing permits as part of the hot work permit program and following up as the job progresses.

### [Fire Safety Requirements]

In accordance with [International Fire Code \(2009\)](#)

**2603.3 Hot work program permit.** *Hot work permits, issued by an approved responsible person under a hot work program, shall be available for review by the fire code official at the time the work is conducted and for 48 hours after work is complete.*

-CVM's Director of Facilities will ensure the CVM facilities comply with the International Fire Code (2009), and be the approved responsible person who is issued the hot work permit by the fire code official. CVM's designated hot work area will be the Welding Room, restricted as a Level III Area.

**2603.4 Qualifications of operators.** *A permit for hot work operations shall not be issued unless the individuals in charge of performing such operations are capable of performing such operations safely. Demonstration of a working knowledge of the provisions of this chapter shall constitute acceptable evidence of compliance with this requirement.*

-The Director of Facilities will identify CVM Members who are experienced and interested in becoming Shop Managers. Shop Managers will be required to demonstrate a working knowledge of the tools and equipment in the hot work area, and show they are capable of performing hot work operations safely. The Director of Facilities will then issue the Shop Manager a hot work permit and the Shop Manager will be considered an approved responsible person.

-CVM Members who wish to use the Welding Room will be required to demonstrate a working knowledge of the tools and equipment in the hot work area, and show they are capable of performing

hot work operations safely, to a Shop Manager. The CVM Member will then be issued a hot work permit and be considered an approved responsible person.

**2603.5 Records.** *The individual responsible for the hot work shall maintain "prework check" reports in accordance with Section 2604.3.1. Such reports shall be maintained on the premises for a minimum of 48 hours after work is complete.*

-CVM has posted an Entry Checklist and Exit Checklist on the outside of the Welding Room door to satisfy **2009 IFC, Section 2604.3.1 Pre-hot-work check** (listed below), and requires Members with approved access to Sign-in and Sign-out indicating they have completed the checklist requirements. The Sign-in/Sign-out sheets will be filed and stored at the Information Desk, and available for review by a fire code official.

**2604.1.7 Precautions in hot work:** *Hot work shall not be performed on containers or equipment that contains or has contained flammable liquids, gases or solids until the containers and equipment have been thoroughly cleaned, inerted or purged; except that "hot tapping" shall be allowed on tanks and pipe lines when such work is to be conducted by approved personnel.*

**2604.2 Fire watch.** *Fire watches shall be established and conducted in accordance with Sections 2604.2.1 through 2604.2.6. 2604.2.1 When required. A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official, or the responsible manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed.*

**Exception:** *Where the hot work area has no fire hazards or combustible exposures.*

-CVM does not allow combustibles in the hot work area and presents no fire hazard. Therefore, the exception under the fire watch provision applies.

[General Welding/Cutting]

**2605.1 General.** *Devices or attachments mixing air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow pipe, shall not be allowed unless approved.*

-Gas welding and cutting shall only be done in the Welding Room, and Member must be approved by a Shop Manager.

**2605.3 Precautions.** *Cylinders, valves, regulators, hose and other apparatus and fittings for oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled with oily hands, oily gloves, or greasy tools or equipment.*

-Posted

**2605.6 Cylinders shut off.** *The torch valve shall be closed and the gas supply to the torch completely shut off when gas welding or cutting operations are discontinued for a period of 1 hour or more.*

-Posted

**2605.7 Prohibited operation.** *Welding or cutting work shall not be held or supported on compress edges cylinders or containers.*

-Posted

**2605.8 Tests.** *Tests for leaks in piping systems and equipment shall be made with soapy water. The use of flames shall be prohibited for leak testing.*

-A leak test will be conducted with soapy water when an empty cylinder is exchanged for a new cylinder by a Shop Manager. All defects will be reported on the Equipment Defect Form, and filed at the Information Desk.

**2606.2 Return circuits.** *Welding current return circuits from the work to the machine shall have proper electrical contact at joints. The electrical contact shall be periodically inspected.*

-Electrical contacts will be inspected by a Shop Manager quarterly. All defects will be reported on the Equipment Defect Form, and filed at the Information Desk.

**2606.3 Disconnecting.** *Electrodes shall be removed from the holders when electric arc welding or cutting is discontinued for any period of 1 hour or more. The holders shall be located to prevent accidental contact and the machines shall be disconnected from the power source.*

-Posted

**2606.5 Damaged cable.** *Damaged cable shall be removed from service until properly repaired or replaced.*

-Cables will be inspected by a Shop Manager quarterly. All defects will be reported on the Equipment Defect Form, and filed at the Information Desk.

[Posted in Welding Room]

(Above cylinders)

1. **Cylinder valves shall be closed when work is finished.**
2. **Cylinder valves shall be closed before moving the cart.**
3. **Cylinders must remain chained to the walls OR mounted to a cart in a safe and approved manner, and are only to be moved by a Shop Manager.**
4. **DO NOT HANDLE with greasy or oily hands. Cylinders must be kept free from oil and grease.**

(Posted on Carts)

1. **Cylinder valves shall be closed when work is finished.**
2. **Cylinder valves shall be closed before moving the cart.**

(Posted on Welder)

1. **The torch valve shall be closed and the gas supply to the torch completely shut off when gas welding or cutting operations are discontinued for a period of 1 hour or more.**
2. **Welding or cutting work shall not be held or supported on compress edges cylinders or containers.**



3. Electrodes shall be removed from the holders when electric arc welding or cutting is discontinued for any period of 1 hour or more. The holders shall be located to prevent accidental contact and the machines shall be disconnected from the power source.

[Posted on outside of Welding Room door]

## **LEVEL III ACCESS Welding Room**

### **CAUTION**

#### **THIS IS A SHARED WORKSPACE USED BY MEMBERS OF ALL SKILL LEVELS**

By entering the Welding Room, Member accepts any and all risks associated with, but not limited to, welding, plasma cutting and metal grinding, as well as the hazards and risks associated with the materials used and operations taking place in said environment. Member agrees to follow the applicable Entry Checklist and Exit Checklist to ensure this remains a clean, functional, and safe work environment for all.

**NO COMBUSTIBLES ALLOWED IN WELDING ROOM  
DOORS MUST REMAIN CLOSED WHEN NOT IN USE**

### Entry Checklist

#### **(Prior to entry)**

- Do not enter if Welding Room is currently occupied
- Must have proper PPE
- Turn ON ventilation

#### **(Enter Welding Room)**

- Identify location of fire extinguisher
- Ensure floor and work areas are clean and clear of obstructions
- Assume any tools or projects in the Weld Room could be hot

#### **(Before using equipment)**

- Shut doors
- Inspect equipment to ensure it is in good repair and satisfactory operating condition
- Follow general safety procedures

### Exit Checklist

- Clean up floor and work area
- Properly dispose of scraps, shavings or waste
- Do not take any hot metals out of the Welding Room
- Shut the doors when you leave the room

**Hot work shall not be performed on containers or equipment that contains, or has contained flammable liquids, gases or solids until the containers and equipment have been thoroughly cleaned, inerted or purged.**

[Sign-in/Sign-out Record]

The Sign-in/Sign-out sheet will be a record to show that approved Members have completed the Entry/Exit Checklists before and after performing hot work operations. This record will be maintained by CVM at the Information Desk and made available to the fire code official for review at any time.

### 3. General Operation Policies and Procedures

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

#### 3.1 Member's Property

##### 3.1a Tools

-Members may bring their own tools to CVM facilities, but the tools must be in good repair and satisfactory operating condition. Member's tools **MUST** be clearly marked with a yellow zip-tie around the handle of the tool so that there is no chance of another Member accidentally using the tool under the assumption it is the property of CVM. The yellow zip-ties will be located at the Information Desk.

-Member is not allowed to use another Member's tool without the tool owner's consent.

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

**-Member assumes sole responsibility and all liability for any injury that may occur from their tool.**

##### 3.1b Materials

Members are encouraged to bring in their own materials for their projects. Materials must be kept in a safe and stable condition if they are to be stored at CVM facilities.

**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.

#### 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.

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

### 3.4 Lock-out/Tag-out

[Procedure Intent]

This Lockout Procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

[Compliance]

All Members, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

#### Sequence of Lockout

1. Notify all affected Members that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The Shop Manager shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating

the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

**Caution:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

#### Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.

### 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 to an Attendant, Shop Manager or through the appropriate forms (located at the Information Desk) to ensure the shop management stays properly informed.

Property Damage: Should any damage to CVM or Member's property occur, Member must fill out and submit an [Incident Report Form](#).

Equipment Malfunction: If any tool or equipment malfunction is identified, Member must fill out and submit an [Equipment Defect Form](#).

Personal Injury: Should any personal injury occur, Member is encouraged to seek appropriate medical attention immediately. An [Incident Report Form](#) must be filled out and submitted within 24 hours.

### 3.6 Equipment Defect Marking Procedure

[Procedure intent]

This Equipment Defect Marking Procedure is intended to allow a Member or Attendant to safely and effectively identify equipment malfunctions, broken tools, and any operation of any

machine that makes the user feel unsafe or shows an unsatisfactory operating condition. In order to provide a clean, functional and safe work environment for all. DO NOT LEAVE CVM facilities after discovering a dangerous defect without properly performing the Equipment Defect Marking Procedure or properly informing an Attendant or Shop Manager.

### Equipment Defect Marking

-Member identifies a malfunction on a piece of equipment

Action:

- 1.) Turn power switch **OFF**
- 2.) Attach the red "Danger: DO NOT OPERATE" tag (located at the Information Desk) to the power switch
- 3.) Inform an Attendant or Shop Manager
- 4.) Fill out Equipment Defect Form, located at the Information Desk, leave completed form in the Forms Box on the Information Desk

#### 4. Policies and Procedures Summary

CVM strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your access being terminated without notice. Please take them seriously. We reserve the right to change these policies and procedures at any time.

**Individual Safety:** Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment, and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. We ask that you not operate any equipment after staffed hours without a partner in the facility; operate it individually at your own risk. Default to asking for help if uncertain.

**Shared Safety:** In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behavior, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify staff immediately if you believe any piece of equipment or infrastructure to be unsafe.

**Respectful Behavior:** In both in-person and electronic interactions, behave respectfully, courteously, and professionally to your fellow members. No discrimination, harassment, or hate speech shall be tolerated.

**Courtesy of Shared Spaces:** Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music or other noise will be permitted without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean as or cleaner than when you found them. Please respect and do not interrupt any official CVM activities or classes in the shared spaces.

**Tolerance of Feedback:** Please be open to constructive feedback from fellow members, especially as it pertains to safe use of our equipment and disrespectful communication or behavior.