

Inventor Forge Member Etiquette Policy

Ensuring that our workspaces and tools are readily accessible to our Members and in good working order is essential to our mission as a shared makers space. To that end Members are asked to use all tools as they are intended, work in a safe manner following the safety protocols for each machine and leave the work area clean, free of debris, with all tools put back in their appropriate spots.

The actions outlined below are key activities that have been deemed a violation of our Member Etiquette Policy:

- Breaking or disabling tools and not notifying the Tool Champion by completing the appropriate on-line Incident Report within 3 hours of the incident.
- Leaving a workspace in disarray – Not cleaning up scrap, wiping down machines, clearing debris from work area, putting tools away.
- Unauthorized use of someone else's materials stored at the Forge (Materials Must Be Marked As Member Material)
- Leaving Member materials in unauthorized areas in the Makers Space
- Leaving equipment and/or support equipment on when finished
- Leaving the lights on and door open when leaving the work space when no one else is present

Level of Infraction: Level 1