

SUN CITY WEST



WOOD WORKING CLUB

New Member Orientation Daily Schedule Overview

Monday - 3:30 - 5:30 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 - 2:30 - 5:30 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 - 3:30 - 5:30 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 - 3:30 - 5:30 PM Discussion Plan

Enrollment and Introductions

- Forms for Club Info & Badges, and Fee Payment
- 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:
 - Monday, Tuesday, Thursday, Friday, Saturday: 8 AM to 4 PM
 - Wednesday: 8 AM to 8 PM (close earlier if no workers)
 - Sunday: Noon to 4 PM
- Club Events - lunches, happy-hours, parties

- General Meetings - 1st Tuesday of most months at 1:00 PM
- Communication
 - Phone: 623-546-4722
 - Email: 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 (ie: wood allergies)
 - Prefer no long-sleeved shirts - if you must, make sure they are skin-tight 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 the saw-stop safety device, you owe \$100.00 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's repaired.
- 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 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
 - When club dues are paid, have envelopes completed, insert checks, put into drop-box to the right of the split-doors.
 - 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

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 - 2:30 - 5:30 PM - Hands-On Orientation Day

- Demonstration & practice safe operation of machines 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
 - Pen Lathes
 - Milling Machines
 - Scroll Saws

Wednesday - 3:30 - 5:30 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