

# House rules and The short version of Orange Makers Membership Handbook

## 1. Sign up

Sign up and Cancel /Pause membership takes place via the website:

<https://orangemakerspace.com/>

The articles of association and the long version of the handbook can be read on the website.

## 2. Orange Makers communication

- In addition to the website, we have a Facebook page called Orange Makers, where we communicate about all our news and activities.
- And a Facebook group called ORANGE MAKER (Intern Gruppe), where members in a closed group can communicate with each other. For example asking for help with machines or knowledge.
- Sporadic newsletters are sent out

## 3. Manuals

There are various manuals for the machines in the Orange makerspace on a Google Drive with access via the desktop PCs in the Makerspace

## 4. Introduction to Fire and alarms

If the fire alarm goes off, leave the building.

Should the Fire Alarm be activated by very dusty/smoke-creating work under controlled circumstances, it cannot be interrupted and you must wait until the Fire Service arrives.

## 5. Introduction to Trash/Waste

- Waste materials must be sorted in the workshops and then emptied into the larger buckets at the entrance to the Makerspace, *see illustration next page*
- Wood dust is Residual waste, Cardboard is that with small waves in it, otherwise it is Paper/Carton.



## 6. Surveillance

There is surveillance in the Makerspace. See the long version in the handbook on the website.

## 7. Internet

Wifi: SSID OrangeMakers Password: OrangeMakers

## 8. The light in Orange Makerspace

The light is automatic, except in the CNC and Machine Room, where it must be turned on and off manually.

## 9. Areas and Machines

Familiarize yourself with the area's rules for using machines before you get started.

Some of our machines require an introduction to be used.



Remember to settle materials, clean up and vacuum before you leave.

## 10. Storage

It is generally not permitted to leave personal effects/projects in OMS. There are smaller cupboards on the large first floor that can be borrowed.

## 11. Errors and Shortcomings

If you notice that something needs to be repaired or you damage something, you must contact either the area manager or the board to find a solution. The board is happy to receive proposed solutions and price estimates for improvements.

## 12. Closing procedure

If you are the last person present in the Makerspace, you must -before you leave:

- Check if there is anyone in the Makers Corner, if not check the gate to the toilets and the door until the MC is locked.
- Check whether the outer door between Klub Ung Musicon and Makers Corner is locked.
- Lock the Grid gate.
- Check whether the doors to Klub Ung, Tech, Machine room and Sewing Room are locked. And ensure that manual controlled lights in the rooms are turned off.
- Lock the door in the main gate behind you.

## 13. Toilet

There are toilets and bathing facilities in Makers Corner. The code for the padlock is: 1998

## 14. Coffee/drinks

OM members have the opportunity to get free coffee in Makers Corner's coffee machine. Remember everything in moderation.

Soft drinks can be bought from the "Trust Fridge" for DKK 10 at MobilePay 347548.

## 15. MobilePay

There are 2 MobilePay numbers: 42710 for payment of materials, and 347548 for payment of drinks.

# House rules in Orange Makerspace

***In Orange Makerspace we are a large community - A community you are part of!***

It always presents some challenges when many people share and have to use everything in common.

We have a different focus and attention to cleaning, putting things in place, etc.

That is why we have made these house rules so that it will be as cool as possible to drive our workshop together.

### **WE ARE A PARTS WORKSHOP.**

It will be good when we help each other

- We clean up and fix things together because no one is employed for that
- Contribute as much as you can, so that the community benefits from your membership.
- Help others, teach and guide, and be a good example.



### **BEHAVE IN A WAY THAT DOESN'T REQUIRE THE IMPOSITION OF NEW RULES.**

- Clean up after yourself – help empty a bin and be happy to help someone else who has forgotten something
- Take care of the Makerspace- Remember to switch off, close and lock.
- Let us know if something is not as it should be and you cannot bring it in order yourself  
. For example in the Facebook group Orange Makers (Intern gruppe).



### **TAKE CARE OF YOURSELF AND OTHERS – NOT EVERYONE IS USED TO WORKSHOPS AND MACHINES.**

- Focus on safety, both your own and that of others
  - Don't get hurt! - See notices and instructions.
  - Machines with safety notices may only be used after an introduction.
- All activities in the Orange Makerspace must comply with Danish legislation.
- Be careful, e.g. on poisonous things
  - Settle for materials before you leave.
  - If you have guests with you, you are responsible for what they do.

