

House rules for Orange Makerspace

1. Membership

Joining and leaving/pausing membership is done through the website: <https://orangemakerspace.com/>.

Statutes and these House rules can be found on the website too.



2. Orange Makers communication

In addition to the website, we have a Facebook page named Orange Makers for news and activities.

There's also a Facebook group, Orange Makers (Internal Group), for members to communicate, seek help, or discuss workshop-related matters.

Contact the board or area responsables through their info on the woodworking storage door or by messaging the Facebook group.

3. Shared Workshop and Volunteering:

Orange Makers is a shared workshop, relying on members' voluntary efforts for maintenance and teaching.

Different members are responsible for various workshops and machines. Check the bulletin board in the wood storage area for details and for who to contact.

4. Activity Days in Makerspace:

Build Days: Currently held every Tuesday, where we engage in collaborative projects and work together to enhance the Makerspace. As a new member, these days provide an opportunity to gain experience with various machines and get to know other members.

MakerDays and MemberDays: These are days when members conduct workshops, sharing knowledge about different equipment, techniques, and experiences.

MakerDays are open to everyone, including non-members!

MemberDays are exclusive to members.

The course schedule is decided during a joint planning meeting held every six months and can be viewed as an insert in the brochure or on Facebook.

We operate with a very flat organizational structure, providing easy access to the Board responsible for daily operations and decisions. Board meetings are held on the first Monday of even months, and members are welcome to participate in open discussions.

During spring, the general assembly takes place. This is where the board and those responsible for various workshops are elected.

5. Introduction to Firealarms and Safety

Smoking is outside, and is not allowed anywhere in the building.

When the Fire Alarm is activated you had to leave the building! Including errorsituations.

You must wait outside the building until the Fire Service arrives.

Cars are not allowed in Makerspace.

For everyone's safety, the use of substances that are harmful to health is not permitted. (Including Epoxy/Resin).

As a user, you are covered by your own insurance if you are injured.

6. 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, and when the buckets are full it is exactly that you empty it at the wastehouse at Bagtæppet.

- Wood dust is Residual waste,
- Cardboard is that with small waves in it, otherwise it is Paper/Carton.
- Only soft Plastic is plastic, Acryl is Residuel waste
- Food waste- Take it with you home, then we avoid odors and rat nuisances
- Hazardous waste - take it home
- If you do not know where to put it, take it with you at home.

7. Surveillance

There is surveillance in the Makerspace. See the details on the website.

8. Internet

Wifi: SSID OrangeMakers Password: OrangeMakers

9. The light in Orange Makerspace

The light is automatic in the hall, Systuen and Tech. All other rooms had to be turned off manually when you leave.

The light in the hall can manually be turned of and on at the white button at Klub Ung Grid Gate.

10. Storage

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

11. Areas and Machines

Familiarize yourself with the area's rules for using machines, before you get started, maybe they have the yellow sign because many of our machines require introduction/course to be used.



Do not leave a machine when it is working.

It is not allowed to borrow tools/machines, unless they are clearly marked

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

12. Googledrev

On the shared Google drive there are various manuals for the machines in the Makerspace. The drive is accessed via PCs in the Makerspace and it is possible to create your own share folder.

13. 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. The internal Facebook group can also be used.

14. 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, then 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. Including the doors from the workshops and out.
- Lock the door in the main gate behind you.

15. Toilet

There are toilets and bathing facilities in Makers Corner.

16. 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.

17. MobilePay

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

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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.

