

GENERAL WOOD SHOP GUIDELINES

Following these guidelines fosters good juju. If you have any questions or concerns, please contact the shop tech.

IF YOU USE IT, PUT IT BACK

- Put tools in their proper cases and on the appropriate shelf.
- All clamps not in use go neatly back in the clamp area. Watch out for your fellow members!
- If you take the broom/dustpan out of the woodshop, bring it back.

CLEANING THE SPACE

- Clean up your things, and then do one of the following woodshop chores:
 - » Vacuum any dust or material off the tools and ground.
 - » The tables and flat surfaces you used should be clear when you leave the shop.
 - » Rehang clamps, stack tools neatly, and make sure cords are coiled properly.

TRASH

- Please put all woodshop scraps in the dumpster provided for you. When the dumpster fills up, get some fellow members to help you move the dumpster outside, being sure to throw some chucks under the wheels so it does not roll into someone's car. Call D&D Carting for pickup.
- Cut any large scrap down so it can fit horizontally in the dumpster - otherwise our shop waste will not be collected
- If the trash can is full, empty it and set the tied-off bag up front in the trash area.

STORAGE

- All materials must be either in your own storage space, or on the wood racks. Nothing may be stored under any counter or against the wall.
- Do not block other members' spaces or the doorway between the woodshop and metal shop.
- Any material on the wood racks must be labeled with a piece of masking tape with your name and the date it was labeled.

- Unlabeled material will become property of the commons.
- Material is occasionally sorted, and old stuff becomes common property or tossed. When possible, you will be notified if something of yours is about to get scrapped.
- Don't clamp pieces overnight. If you absolutely cannot stick around until the glue dries on a clamped piece, attach a note letting other members know when it can be unclamped.
- When using the planer, everyone is expected to move the duct from either the chop saw or disk sander and connect it to the planer.

SAFETY / HAZMAT POLICY

- Safety glasses/eyewear must be worn any time a tool in the shop is in operation.
- Safety glasses or hearing protection will not necessarily be provided by the GSS. OWN YOUR OWN EQUIPMENT and use common sense!
- Do not use tools that you do not know how to operate. Ask for help from the shop tech. Training sessions can be scheduled.
- **There is NO spraying of any kind at GSS.** Please take it outside. This includes water- or oil-based laquers, paints, flockings, or shellacs.
- This is a non-toxic shop, meaning we do not allow the use of hazardous materials in any form.

**SPECIFIC PRINT
& METAL SHOP
RULES ARE POSTED
IN THOSE SPACES**

**BE SURE TO MEET WITH YOUR FRIENDLY SHOP
TECHS FOR ORIENTATIONS AND TRAINING**

THE GOWANUS STUDIO SPACE

HOUSE
RULES

WELCOME TO GSS: A CULTURE OF COLLABORATION, COMMUNITY, OPENNESS, AND ACCESSIBILITY!

We all help keep GSS this way through our shared efforts and a few simple rules:

- Treat the space and each other with respect
- Use this as a mostly quiet space: loud phone calls and music are best kept elsewhere
- Clean up after yourself as you go
- Take all your belongings with you or put them in your studio, locker, or cubbie
- Do not store any materials or bikes in the co-working space or the hallways

RESOURCES

- Wifi network: The Gowanus Studio Space
Password: brooklyn
- Laser printer: some paper is in the drawer below the printer if you need it

JOIN THE STEERING COMMITTEE!

GSS is volunteer-run by our Steering Committee, a small group of fellow members who take on specific responsibilities around the studio.

Come to the monthly SC meetings, you are always welcome. Apply for open positions! SC members receive a small discount on monthly fees for service.

RENT / FEES

Rent is due on the 1st of the month. Please pay on time. A late fee of \$25 will be added to any rent paid after the 5th of the month. Any member in arrears for more than 2 months can be asked to give up his/her GSS membership.

Leaving the studio: When/if you decide to end your membership we only require a minimum of 30 days notice and payment of all open invoices.

RECYCLING / TRASH

Your help with maintaining the studio is part of being a conscientious member of GSS. Be sure to pitch in to keep the trash and recycling sorted and ready for

- Trash is removed daily by our neighbors, D&D Carting 107 8th St, Brooklyn, NY 11215 (718) 965-4790
- For collection, **all trash must be tied up in black trash bags** and put out on the side of the building to the right of our garage door.
- If you have bagged trash from your personal studio, it must be put inside a black trash bag before it goes out for collection.
- If you see a full trash can,
 - » Tie up the bag and bring it outside (to the right of garage door when facing GSS)
 - » Replace the trash bag with a new bag
- New trash bags are located in the supply room next to the bathrooms.
- All recycling must go in large clear plastic bags.
- All cardboard must be broken down and flattened
- All food/trash should be placed ONLY in the garbage bin labeled "FOOD-TRASH"

ORDERING SUPPLIES

If trash bags, toilet paper, or other sundries are running low, please send requests to info@gowanusstudio.org.

COMMON WORKSPACE

The Common Workspace is central to the GSS mission to allow space for the most ambitious projects for artists of any discipline. It is imperative

that everyone takes great care to keep the Common Workspace clean, secure and harmonious.

All members may use the Common Workspace for:

- Building and/or assembling large projects
- Meeting with studio visitors (fellow artists, curators, mom and dad, etc.)
- Temporarily displaying work for studio visits, photo shoots, or critiques

COMMON WORKSPACE RESERVATIONS

Send an email to the steering committee at least two days prior to let all members know if you need the common workspace for yourself, quiet, or cleaned.

Projects must be cleared away within 24 hours of occupying common workspace.

- Always clean up as you work
- Make sure work surfaces are clear and clean
- Sweep up any debris
- Throw away trash in the trash can
- If you need to leave your work for a short while, **complete and post a project form** (found in the office area) so your work is left undisturbed

NON-MEMBERS / VISITORS / ASSISTANTS

If you are going to have non-members come help you, please email GSS at least two days prior.

Up to two non-members may assist you on ONLY on your projects, not their own (unless they want to join GSS by paying the membership fee).

Any person working on GSS property must sign a waiver, which are in the office area. File the waiver by dropping it in the mailbox by that area.

GSS COMMUNICATIONS

WEBSITE: WWW.GOWANUSSTUDIO.ORG Use the Suggestion Box there!
EMAIL: INFO@GOWANUSSTUDIO.ORG