Equipment and Getting Access

Equipment List

You can see the full list of equipment/tools that Protohaven has to offer, along with their status HERE. This link is also available in your NeonOne Dashboard.

Getting Cleared on Tools

Most tools in the shop require clearance before independent use as a member. Each tool is different and most are expensive and/or delicate. You can find our full list of equipment and the clearance associated with each tool at protohaven.org/equipment.

Each new member receives a free class coupon (up to $75) when they join and complete the New Member Orientation. Note: This does not apply to corporate, company, and non-profit memberships.

There are two pathways to get cleared to use equipment as a member:

1. **Take a Class — Learn through making things together!**

We think the best way to gain clearance on a piece of equipment that is new to you is through a hands-on, supportive class that includes a clearance. They're also a great way to advance skills that you may already have. Our classes are open to the public.

1. Open to the public, no experience required (unless otherwise stated).
2. 3-6 students maximum, depending on the class.

2. **Request Private Instruction — Study shop protocols & show us your skills!**

> If you have previous experience on a tool and/or just want to get to your project, our Clearances are designed for you. These are exclusive to members and are scheduled by request. You'll need to demonstrate to your instructor that you can use the equipment safely, carefully, and cleanly to receive clearance.

Materials & Consumables

It is the responsibility of the maker to provide their own materials and consumables in the workshop this includes the materials you are using to construct your work, but also certain consumables that are required for equipment to function (ie. sandpaper, welding nozzles, flux, contact paper, etc.) Our store has some of these items in stock, but we cannot guarantee that everything you need will be in stock at all times. Please come prepared. In order to purchase any items, including snacks and beverages, please see the Shop Tech on duty. We do our best to keep this area stocked, but ultimately it is up to members to provide the consumables that they need for their projects. We cannot accept cash or checks for any purchases.

Tool Guides

Tool Guides are public guides to the basic safe, careful, and clean use of the equipment at Protohaven. They're the basis for receiving clearance on equipment, and are also useful resources for ongoing use.

Please note that not all Tool Tutorials are available at this time. We will continue to add to the list once additional tutorials are completed.

Reserving Equipment

Members are recommended to reserve time slots for equipment and areas. This can be done online using their Protohaven account. Reservations are for one and two hour blocks and can be reserved multiple times. You must be cleared in an area or piece of equipment in order to reserve it. Most areas can support 2 members simultaneously working, however others (like welding and the CNCs) can only support 1 user at a time.

Reservations can be made at https://reserve.protohaven.org or by using the Equipment Reservations link in your Member Dashboard.

Please only reserve the time that you need and be sure to cancel the reservation if it is no longer needed.

If you are using a tool without a reservation, and someone comes in with a reservation to use the tool, we ask you to kindly hop off and allow the other member to use the reserved equipment.

Maintenance

If any tools or equipment need maintenance, submit a Tool Report (also accessible in your Member Dashboard) or report it to the Shop Tech on duty immediately and DO NOT attempt to fix it on your own without permission from Protohaven staff or a Shop Tech Lead with a clearly documented course of action in place.

Members are not permitted to:

- Change planer blades
- Change jointer blades
- Install software
- Modify any machine permanently

Members that are not part of the maintenance crew are not permitted to:

- Change 3D printer nozzles
- Change vinyl cutter blades
- Change dye sublimation ink
- Change laser chiller water
- Surface spoilboard
- Change sanding pads or grinder wheels
- Replace sandblaster media
- Replace sandblaster viewport shield

When performing any maintenance, it is expected that common sense is at the forefront of all actions. This means not performing any actions that will negatively impact or permanently alter the tool/equipment that you are working on.

In the event that you perform any maintenance that results in additional damage to a tool or piece of equipment, you will be responsible for replacing the piece/part that was damaged. Depending on the severity of the damage, you may be held responsible for replacing the entire tool/piece of equipment.

Protohaven's Shop Techs and Shop Tech Leads are tasked with equipment maintenance. A subset of members then perform maintenance.

Anyone can see the present state of equipment by checking its status.

Maintenance is prioritized based on equipment usage.

Requests

Maintenance requests inform staff and techs of issues with equipment ranging from simple replacement parts to potential safety issues. Members are encouraged to use this system so that the Protohaven team can respond quickly to shop needs, reducing equipment downtime and keeping you working effectively longer. Maintenance Requests can be found HERE. This link is also available in your NeonOne Dashboard.

Actions

Maintenance actions can only be made by authorized maintenance crew which includes staff, techs, instructors, fellows, and authorized members. Members can view and follow maintenance actions in real time by joining the #maintenance channel in Discord.

Equipment Status

You can also view the current status of all equipment and areas by reviewing our Master Equipment List. This list catalogs all equipment and reports its most recent condition and last action taken on it. View it here. This link is also available in your Member Dashboard.

Equipment Damage & Misuse Policy

This policy can be viewed here. https://wiki.protohaven.org/books/policies/page/equipment-damage-policy

Should a member use a piece of equipment in a way that is dangerous or causes damage, the member will be sent the user guide for that piece of equipment, outlining the behavior that needs to be corrected along with what actions were taken that went against the policy. The member will be invited to retake a class that covers that piece of equipment, at their own expense, if they feel they are not comfortable on the machines.

Addition or Removal of Protohaven Property

Protohaven property is not to be removed from the premises, or disposed of without express permission from Protohaven staff. Additionally, unless approved by Protohaven staff, no items

(equipment, tools, supplies, etc) should be added to Protohaven’s inventory. If approved, in order to be reimbursed for any expenses, a receipt must be provided.

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